



# Advertising Publication Standards

## Advertising Publication Standards

1. **Websites:** In accordance with the Governor's Executive Order No. 3 (12-15-04) the RFQ Advertisement shall be posted on the Department of Administrative Services (DAS) "State Contracting Portal" website. The DAS website shall act the single electronic portal for purposes of posting all contracting opportunities with state agencies in the executive branch and all higher education agencies and institutions. The RFQ Advertisement shall also be posted on the DPW web site.

Advertisement Web Sites	
<b>DAS Web Site:</b> (State Contracting Portal)	<a href="http://www.das.state.ct.us/busopp.asp">http://www.das.state.ct.us/busopp.asp</a>
<b>DPW Web Site:</b>	<a href="http://www.ct.gov/dpw">http://www.ct.gov/dpw</a>

Advertisements for Requests for Qualifications shall be sent to various trade and professional associations, who may post it on their respective web sites. The RFQ Advertisement shall contain more detailed project information and shall provide interested parties with a link to the legal submittal requirements and instructions to obtain the requisite forms, including the affidavit forms.

2. **Newspapers:** In accordance with CSG § 4b-57:

*"Whenever consultant services are required by the commissioner in fulfilling his responsibilities under section 4b-1, and in the case of each project, the commissioner shall invite responses from such firms by advertisements inserted at least once in one or more newspapers having a circulation in each county in the state. The commissioner shall prescribe, by regulations adopted in accordance with chapter 54, the advance notice required for, the manner of submission, and conditions and requirements of, such responses."*

**END**



State of Connecticut  
Department of Public Works  
Bureau of Design & Construction

## Certification By Agency Official or Employee Authorized to Execute Contracts

### Certification By Agency Official or Employee Authorized to Execute Contracts

I,           Type/Print Name and Title          , am authorized to execute the attached contract on behalf of the           Type Agency Name          . I hereby certify that the selection of the person, firm or corporation for the attached large state contract was not the result of collusion giving the of a gift or the promise of a gift, compensation, fraud or inappropriate influence from any person.

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Sworn and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 200 \_\_\_\_\_

\_\_\_\_\_  
Commissioner of the Superior Court  
Notary Public



# Commissioner Screening Shortlist Approval Memorandum

Contract Number: \_\_\_\_\_

## MEMORANDUM

**DATE** 12/28/2005

**TO** James T. Fleming, DPW Commissioner

**THROUGH** David J. O'Hearn, DPW Deputy Commissioner

**SELECTION TYPE:** ☐ On-Call ☐ Formal

**FROM** Thomas Lowell, DPW Architect, QBS Unit

**RE** Insert Title of Appropriate Type of Selection Contract

Insert Project Name

Insert Project Address

On month day, 200 , members of the DPW State Construction Services Selection Panel and our Client Agency, represented by name(s) of Agency Rep, interviewed the following four (4) Firms previously screened and shortlisted to be qualified to provide the required services. They are listed below in order corresponding to the Interview Schedule:

On month day, 200 , members of the DPW State Construction Services Selection Panel interviewed the following four (4) Firms that were previously screened and shortlisted to be qualified to provide the required services. They are listed below in order corresponding to the Interview Schedule:

1.	
2.	
3.	
4.	

**Date:** \_\_\_\_\_

**James T. Fleming - Commissioner Department of Public Works**

DJO/TCL:gw

**cc:** See page 2 for final distribution list (after DPW Commissioner's Approval)



# Commissioner Screening Shortlist Approval Memorandum

Contract Number:

Final Distribution (after DPW Commissioner's Approval) - **via E-Mail:**

D.J. O'Hearn	DPW Deputy Commissioner
R. Curtis	DPW Chief of Staff
B.T. Bockstael	DPW Administrator, Chief Architect
A.V. Herring	DPW Chief Engineer
J. Cassidy	DPW Supervisor – Environmental
J. Glassman	DPW Supervisor - Statewide Services
G. Nakos	DPW Supervisor – Facilities Engineering
P. Babey	DPW SPM - Process Management [Please inform your Agency]
<i>D. Ouillette</i>	<i>DPW SPM - General Government Team [Please inform your Agency]</i>
K. Quimby	DPW SPM - CTC & Higher Education Team [Please inform your Agency]
J. Sinclair	DPW CSU Team [Please inform your Agency]
Sylvia Bugbee	DPW Executive Secretary to J. Holmes
D. Chace	DPW Administrative Assistant to R. Curtis
Holly Hart	DPW Executive Secretary to James T. Fleming
Marge Heap	DPW Executive Secretary to D. O'Hearn
S. Babiarz	SPRB
A. Candellario	SPRB
T.C. Lowell	DPW Architect
R. Mitchell	QBS Unit (File: Room #261)
G. Westergren	QBS Unit (File: Room #261)

Attachments to responsible DPW Individual only: **PM name, DPW Team PM**

## **ATTACHMENTS**

- (1) Initial Advertisement
- (2) (Alpha) Long List
- (3) Individual (5 Panelists)
- (4) Summary - Screening Rating Sheets



# Commissioner Selection Approval Memorandum

Contract Number: \_\_\_\_\_

## MEMORANDUM

**DATE** 12/28/2005

**TO** James T. Fleming, DPW Commissioner

**THROUGH** David J. O'Hearn, DPW Deputy Commissioner

**SELECTION TYPE:** ☐ On Call ☐ Formal

**FROM** Thomas Lowell, DPW Architect, QBS Unit

**RE** Insert Title of Appropriate Type of Selection Contract

Insert Project Name

Insert Project Address

On month day, 200 , members of the Selection Interview Panel and our Client Agency, represented by name(s) of Agency Rep, interviewed the following four (4) Screened Firms that were previously determined to be qualified to provide the required services. They are listed below in order corresponding to the Interview Schedule:

On month day, 200 , members of the Selection Interview Panel interviewed the following four (4) Screened Firms previously determined as being qualified to provide the required services. They are listed below in order corresponding to the Interview Schedule:

1.	
2.	
3.	
4.	

At the completion of the Selection Interviews, as demonstrated by the enclosed Ballots and Ballot Summary, the Selection Interview Panel ranked the three (3) top Firms in the priority order indicated below. The Interview Panel recommends that the first ranked firm be selected. Please indicate your approval to enter into this Contract with the recommended Firm, by initialing below.

<i>Approval Initials</i>		
1.	Insert Top 3 Names in Selection Order	
2.		
3.		

James T. Fleming - Commissioner Department of Public Works

**Date:** \_\_\_\_\_

DJO/TCL:gw



# Commissioner Selection Approval Memorandum

Contract Number: \_\_\_\_\_

## Final Distribution via email: (After DPW Commissioner's Approval)

<b>D.J. O'Hearn</b>	DPW Deputy Commissioner
<b>J. Holmes</b>	DPW Deputy Commissioner
<b>R. Curtis</b>	DPW Chief of Staff
<b>A. Nichols</b>	DPW Director of Risk Management
<b>B.T. Bockstael</b>	DPW Administrator, Chief Architect
<b>A.V. Herring</b>	DPW Chief Engineer
<b>J. Beckham</b>	DPW Managing Attorney
<b>D. Rodosevich</b>	DPW Supervisor, Contracts Unit
<b>R. Avery</b>	DPW Staff Attorney
<b>P. Nolan</b>	DPW Communications
<b>J. Cassidy</b>	DPW Supervisor – Environmental
<b>J. Glassman</b>	DPW Supervisor - Statewide Services
<b>G. Nakos</b>	DPW Supervisor – Facilities Engineering
<b>P. Babey</b>	DPW SPM - Process Management [Please inform your Agency]
<b>D. Ouillette</b>	DPW SPM - General Government Team [Please inform your Agency]
<b>K. Quimby</b>	DPW SPM - CTC & Higher Education Team [Please inform your Agency]
<b>J. Sinclair</b>	DPW CSU Team [Please inform your Agency]
<b>Sylvia Bugbee</b>	DPW Executive Secretary to J. Holmes
<b>D. Chace</b>	DPW Administrative Assistant to R. Curtis
<b>Debbie Gates</b>	DPW Secretary to Roberta Avery
<b>Marisol Gonzalez</b>	DPW Administrative Assistant to B.T. Bockstael
<b>Holly Hart</b>	DPW Executive Secretary to James T. Fleming
<b>Norma Hart</b>	DPW Secretary to CSU Team
<b>Marge Heap</b>	DPW Executive Secretary to D. O'Hearn
<b>Jenice Johnson</b>	DPW Secretary II to CTC/ Education Team
<b>S. Babiarz</b>	SPRB
<b>A. Logan</b>	SPRB
<b>T.C. Lowell</b>	DPW Architect & Supervisor
<b>R. Mitchell</b>	QBS Unit (File: Room #261)

Attachments to responsible DPW Individual only: **PM name, DPW Team PM**

### ATTACHMENTS:

- |                                    |  |
|------------------------------------|--|
| <b>1</b> Cover Letter              | <b>5</b> Ballot Summary - Interview of Final Candidates (modified) |
| <b>2</b> Initial RFQ Advertisement | <b>6</b> Affidavits (copies of selected firm only)                 |
| <b>3</b> Long List (Alpha)         | <b>7</b> First Ranked Firm Original Brochure &                     |
| <b>4</b> Long List                 | <b>8</b> Short List Brochure(s) (3 ringed binder)                  |

### NOTE:

If not included as an attachment, QBS Submittal Booklets of the Short-listed Firms (containing required CT330 Part 1 and 2) may be retrieved from Rose Mitchell, DPW QBS Unit (Extension 5697, Room #261) for submission to the SPRB with negotiated Contract(s).

**cc:** Final Distribution List (after DPW Commissioner's Approval)



## Conditional Selection Letter Sample

December 28, 2005

Via Facsimile: Insert Firms Fax Number

**Contract Number:**

**Type of Selection:** ☐ On Call ☐ Formal

**Subject:** **Conditional Selection Letter – Congratulations!**

**Firm:** Firm's Name  
Address  
City/Town, CT

**Attention:** Firm's Point of Contact Name, Title

**Reference:** Architectural & Consulting Design Team  
Project Name  
Project Address  
City/Town, Connecticut

Dear Firm's Point of Contact Name:

Thank you for your presentation regarding the above contract on day of week, month day, year at the State Office Building. The Connecticut Department of Public Works is pleased to confirm the conditional selection of your firm by Commissioner James T. Fleming to perform the required services for the above noted project. The selection of your firm is conditional on your completing and signing the CT DPW Contract Affidavit at the time of contract signing. This form is available from the DPW Website under Affidavits. Please contact the Project Manager for this project, PM name at (860) 713-PM Phone Number at your earliest convenience. PM name will be the liaison with whom you will work.

Very truly yours,

---

T.C Lowell, DPW Architect, QBS Unit

TCL/rm

cc: A.V. Herring - DPW Chief Engineer/Selection Manager  
B. T. Bockstael, FAIA – DPW Administrator of Client Teams/Chief Architect  
PM Name - DPW PM/ Selection Interview Chair  
Agency Representative Name/Title - Using Agency Name  
Interview Panel Member Name - DPW Selection Interview Panel Member  
Interview Panel Member Name - DPW Selection Interview Panel Member  
Interview Panel Member Name - DPW Selection Interview Panel Member  
SPM Name - DPW SPM  
D. Rodosevich - DPW Attorney  
File: Contract File Color/Number



# Credential and Insurance Requirements

## CT DPW Professional and Business Credentials

	If Your Firm Is This Type Of Practice.	Submit This Type Of Professional License(s) From The Connecticut Department Of Consumer Protection	Submit This Type Of Certification From The Connecticut Secretary Of State
<b>Architecture Only</b>	<b>Corporation</b>	1. Firm License. 2. Licenses for the named principal in charge and the named project manager.	Certificate of Legal Existence
	<b>Professional Corporation</b>	1. Firm License. 2. Licenses for the named principal in charge and the named project manager.	Certificate of Legal Existence
	<b>Limited Liability Company</b>	1. Licenses for the named principal in charge and the named project manager.	Certificate of Legal Existence
	<b>Partnership</b>	1. Licenses for the named principal in charge and the named project manager.	Certificate of Legal Existence if the partnership is a limited liability partnership or a limited partnership.
	<b>Sole Proprietor</b>	1. Licenses for the named principal in charge and the named project manager.	None
<b>Engineering Only</b>	<b>Corporation</b>	1. Firm License. 2. Licenses for the named principal in charge and the named project manager.	Certificate of Legal Existence
	<b>Professional Corporation</b>	1. Firm License. 2. Licenses for the named principal in charge and the named project manager.	Certificate of Legal Existence
	<b>Limited Liability Company</b>	1. Certificate of Registration for firm. 2. Licenses for the named principal in charge and the named project manager.	Certificate of Legal Existence
	<b>Partnership</b>	1. Licenses for the named principal in charge and the named project manager.	Certificate of Legal Existence if the partnership is a limited liability partnership or a limited partnership.
	<b>Sole Proprietor</b>	1. Licenses for the named principal in charge and the named project manager.	None





## Credential and Insurance Requirements

			If Your Firm Is This Type Of Practice.	Submit This Type Of Professional License(s) From The Connecticut Department Of Consumer Protection	Submit This Type Of Certification From The Connecticut Secretary Of State
Land Surveying Only	Corporation	1. Firm License. 2. Licenses for the named principal in charge and named project manager.	Certificate of Legal Existence		
	Professional Corporation	1. Firm License. 2. Licenses for the named principal in charge and named project manager.	Certificate of Legal Existence		
	Limited Liability Company	1. Certificate of Registration for firm. 2. Licenses for the named principal in charge and named project manager.	Certificate of Legal Existence		
	Partnership	1. Licenses for the named principal in charge and named project manager.	Certificate of Legal Existence if the partnership is a limited liability partnership or a limited partnership		
	Sole Proprietor	1. Licenses for the named principal in charge and the named project manager.	None		
Any Combination of Architecture, Engineering and Land Surveying	Corporation	1. Firm License for all firm disciplines. 2. Licenses for the named principal in charge and named project manager.	Certificate of Legal Existence		
	Professional Corporation	1. Firm License for all firm disciplines. 2. Licenses for the named principal in charge and named project manager.	Certificate of Legal Existence		
	Limited Liability Company	1. Joint Certificate of Registration for firm. 2. Licenses for the named principal in charge and named project manager.	Certificate of Legal Existence		
	Corporation	1. Joint Certificate of Registration for firm. 2. Licenses for the named principal in charge and named project manager.	Certificate of Legal Existence		
	Partnership	1. Licenses for the named principal in charge and named project manager.	Certificate of Legal Existence if the partnership is a limited liability partnership or a limited partnership		
	Sole Proprietor	1. Licenses for the named principal in charge and the named project manager.	None		



# Credential and Insurance Requirements

## Notes:

<b>1. Professional Licensure References:</b>
One (1) copy of each professional license(s) as required by Title 20 of the Connecticut General Statutes and the CT Department of Consumer Protection. <ol style="list-style-type: none"><li>1. See Sec. 20-289 C.G.S. for licensing requirements for architects.</li><li>2. See Sec. 20-298a. C.G.S. for licensing requirements for practices by partnerships for architects and professional engineers.</li><li>3. See Sec. 20-298b. C.G.S. for licensing requirements for architecture by corporations.</li><li>4. See Sec. 20-306a. C.G.S. for licensing requirements for engineering or land surveying by a corporation or limited liability company.</li><li>5. See Sec. 20-306b. C.G.S. for licensing requirements for the formation of corporation or limited liability company for joint practice by one or more architects, each of whom is licensed under the provisions of chapter 390, one or more professional engineers or one or more land surveyors each of whom is licensed under the provisions of this chapter.</li></ol>
<b>2. Joint Ventures:</b>
Each member of the joint venture must provide the license from the Connecticut Department of Consumer Protection if required for that entity type. Consult chart above.  <i>Example: if the joint venture practicing architecture consists of a corporation and a partnership, according to the chart the corporation must provide a Certificate of Authorization, but the partnership does not.</i>
<b>3. Out Of State Firms:</b>
In addition to the requirements set forth in the chart, an out of state firm that is selected for a contract must produce a good standing certificate from the home state and a copy of its filing with the Connecticut Secretary of State's office evidencing the appointment of agent for service of process in Connecticut.
<b>4. Prime Consulting Firms:</b>
The prime consulting firm is responsible for ensuring that all subconsultants have complied with Connecticut statutes and regulations regarding: <b>3.1</b> Professional licenses issued by the Connecticut Department of Consumer Protection and <b>3.2</b> Certificate of Legal Existence issued by the Connecticut Secretary of State. <b>The sub-consultant material is not submitted to DPW.</b>
<b>4. Interior Designers:</b>
The individual must have a Certificate of Registration from Connecticut Department of Consumer Protection as an interior designer or have an architect's Certificate of Authorization from Connecticut Department of Consumer Protection.
<b>5. Others not Licensed:</b>
If the Connecticut General Statutes and the CT Department of Consumer Protection does not require a professional license for the services provided by this contract then submit a statement behind the Division 4 – Professional and Business Credentials tab stating "a professional license is not required by the State of Connecticut".



# Credential and Insurance Requirements

## CT Consultant Insurance Requirements

All Prime Consultants under contract with the DPW are required to carry the below noted insurance coverage. The Qualification Based Selection Submission Booklet package shall confirm that the submitting firm understands the following insurance requirements via the Division 4 – Credentials and Insurance Requirements sign off. The required insurance certificates indicating the noted minimum coverage limits shall be submitted to DPW promptly following the firm's notification of conditional selection.

Please be aware that the insurance coverage requirements information is advisory in nature and may change prior to the contract signing date. Also, specific projects may have special or higher insurance requirements that will be defined following the conditional selection.

I. General Insurance Provisions	
<b>A. Statutory Workers' Compensation and Employers' Liability:</b>	
1. <b>Workers' Compensation</b>	Statutory limits
2. <b>Employers' Liability:</b>	
Bodily injury by accident:	\$100,000 each accident
Bodily injury by accident:	\$100,000 each employee
Bodily injury by illness:	\$500,000 policy limit
<b>B. Commercial General Liability:</b>	
1. <b>Combined Single Limit:</b>	\$1,000,000 each occurrence \$2,000,000 annual aggregate
<b>C. Comprehensive Automobile Liability (Includes owned, non-owned and hired vehicles):</b>	
1. <b>Combined Single Limit:</b>	\$1,000,000 each occurrence \$1,000,000 annual aggregate

II. Professional Errors and Omissions (E&O) Insurance Requirements	
Prime Consultants under contract with the DPW are required to carry a minimum of \$1.0 million dollars of E&O insurance. For large value projects, higher limits are required. The required E&O coverage is listed in the following table. The value of the project is listed in the specific advertisement for the project.	
<b>Environmental Consultants:</b>	The professional E&O insurance certificate must state that the insurance includes pollution liability coverage.
<b>Design Contracts:</b>	
Pre-design Studies and Master Plans:	Not required unless performed by a design professional as part of a design contract.
Construction Value of less than \$20 Million:	\$1,000,000
Construction Value of \$20 Million or More:	The greater of \$2,000,000 or 5% of the construction value
<b>Construction Administration Contracts:</b>	Generally not required unless (1) the contract is other than the standard construction administration contract or, (2) complex project and DPW requires the insurance
<b>Special Legislation Contracts</b> (if construction management approach):	
Construction Values of less than \$20 Million:	\$1,000,000.
Construction Values of \$20 Million or more:	The greater of \$2,000,000 or 5% of the construction value.
<b>Design/Build Contracts:</b>	The greater of \$2 million or 5% of the construction value.



## Credential and Insurance Requirements

### II. Professional Errors and Omissions (E&O) Insurance Requirements (Continued)

#### On-Call Contracts:

The On-Call Contracts that normally include the preparation of construction plans and specifications or technical design reports shall require a minimum of \$1,000,000 of coverage. This includes most Architectural and Engineering On-Call services.

E&O insurance for the following contract types is not routinely required. However, E&O insurance is optional as determined by DPW: On-Call Interior Design, On-Call Claims Analyst, On-Call Claims Auditor, On-Call Cost Estimation and On-Call Scheduling Consultants. Consultants providing Construction Administration services are not normally required to carry E&O insurance.

#### General E&O Requirements:

The Prime Consultant, when notified of its conditional selection for the subject project, will be required to furnish a five-year E&O claims history as detailed below. If the selected firm does not provide the insurance certificates and claims history within fourteen days of the request, DPW may declare the firm non-responsive. DPW may terminate the selection and negotiation and then negotiate the contract with the number two (2) or three (3) ranked firm in the selection process. DPW reserves the right to terminate the selection and negotiation after it receives and reviews the claims history.

The insurance verification package shall include:

1. Insurance certificates indicating at least the minimum noted coverages.
2. A written statement from the prime consultant's insurance agent or their insurance company noting they have reviewed the current claims and that the firm has sufficient coverage reserves to handle any open claims and still provide required coverage reserves for this DPW project.

**Note:** *This statement must be provided by either the insurance agent or the carrier. Information provided directly by the Consultant shall be deemed non-responsive.*

3. The E&O claims history must be a signed statement from the firm's insurance carrier(s) or agent(s) stating either (1) there have been no errors or omissions claims made against the firm during the past five years or (2) there have been claims and providing the following information for each claim:
  - Type of claim
  - Amount of any settlements
  - Amount of legal expenses paid
  - Amount of reserve for open claims
  - Current status of claim

### III. Labor Law Violations and OSHA Violations

Firms that have had Labor Law or OSHA violations in the past ten (10) years, and have also paid fines or penalties in these areas, shall include a brief statement on their letterhead noting project where the event occurred, the project owner, the amount of fines paid and the final resolution of the occurrence. This letter will be the last page of the insurance verification package. Failure to disclose these fines or penalties may result in the termination of the selection and negotiation process or the termination of the Consultant Agreement as determined by the CT DPW Commissioner.



## How DPW Staff Can Effectively Review the CT330:

You have been asked to shortlist firms for consideration for a project. You are handed a box full of RFP information, the new requirement has you reviewing the CT330 Parts I and II, you have knowledge of the old 254/255 and have no idea what you are to do with this new form. Now What?

The new CT330 is actually fairly easy to use, upon looking at the components use them in a logical sequence, apply a few tests to see if the team presented has the skill sets you anticipate, that the key personnel have the assets to do the job and the examples they have used apply to the key individuals. The following are some recommended steps:

1. Within the administrative section of the form, the second listing you will find is the Experience Categories (Profile Code). The project PM needs to find the code that most closely represents the project experience required by the subject project. Go to Part II of the CT330 and compare this list of codes to those that each team member has provided. This will give you the first indication of the knowledge of each of the components of that team.
2. Look at part D, an attached organizational chart, and determine which key participants are within the submission. You should focus on 2 to 4 at the max for anyone project. Examine their resumes, which can be found in part E of the CT330. We would expect that these individuals will have listed activities closely related to the subject project.
3. Read part H, this is the team's opportunity to explain why they put this team together and why they selected the specific projects, you might not understand by just looking at the projects without this explanation. This section will be used generally to refine your list to the last cut.
4. Look at the projects they have listed as the ten examples that relate to the subject project. Identify several key projects that in fact are similar to the subject project. Again limit this list to 2 to 4 max, these can be found in part F, they should have dedicated a sheet to each project. If yes set them aside for further evaluation, if some put them in another pile if limited put them in a third. If you have more than 10 in the first pile, that should be sufficient to continue with this pile alone.
5. Look at part G, now compare your key personnel and key projects to see if they have worked together and on these projects.
6. Check the part E and part F for dates, regardless of listing of work on a project look at the timing of the employment to the timing of the actual design effort, a person could have worked on a project during the construction or fit-out stage and not the design phase. In general make sure the person claiming work on a project has at least been with the firm at the time of the effort.



**Architect – Engineer Qualifications**

1. Advertisement Date:

2. Contract Number:

**Part I: Contract Specific Qualifications Instructions**

**Section A: Contract Information**

3 Title and Location (*City and State*):

**Section B: Architect-Engineer Point of Contact**

4. Name and Title:

5. Name of Firm:

6. Phone Number:

7. Fax Number:

8. Email Address:

**Section C: Proposed Team**

9 (a). Check

PF

JV

SC

B/O

9. Firm Name

10. Firm Address

11. Role in this Contract

☐☐



<b>Section D: Organizational Chart of Proposed Team</b>
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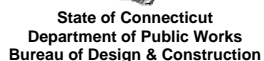
At this location in the QBS Submittal Booklet insert an attachment of the organizational chart of the proposed team showing the names and roles of all key personnel listed in Section E and the firm they are associated with as listed in Section C.



**Section E: Resumes for Key Personnel Proposed for the Contract**

12. Name		13. Role In This Contract		14. Years Of Experience	
				a. Total	b. With Current Firm
15. Firm Name and Location: <i>(City And State)</i>					
16. Education:		17. Professional Registration:		18. Other Professional Qualifications:	
<b>19. Relevant Projects</b>					
a.	(1) Title and Location <i>(City and State)</i>		(2) Year Completed		
			Professional Services	Construction <i>(If Applicable)</i>	Project with Current Firm
					<input type="checkbox"/>
	(3) Brief Description <i>(Brief Scope, Size, Cost, Etc.)</i> and Specific Role				
b.	(1) Title and Location <i>(City and State)</i>		(2) Year Completed		
			Professional Services	Construction <i>(If Applicable)</i>	Project with Current Firm
					<input type="checkbox"/>
	(3) Brief Description <i>(Brief Scope, Size, Cost, Etc.)</i> and Specific Role				
c.	(1) Title and Location <i>(City and State)</i>		(2) Year Completed		
			Professional Services	Construction <i>(If Applicable)</i>	Project with Current Firm
					<input type="checkbox"/>
	(3) Brief Description <i>(Brief Scope, Size, Cost, Etc.)</i> and Specific Role				
d.	(1) Title and Location <i>(City and State)</i>		(2) Year Completed		
			Professional Services	Construction <i>(If Applicable)</i>	Project with Current Firm
					<input type="checkbox"/>
	(3) Brief Description <i>(Brief Scope, Size, Cost, Etc.)</i> and Specific Role				
e.	(1) Title and Location <i>(City and State)</i>		(2) Year Completed		
			Professional Services	Construction <i>(If Applicable)</i>	Project with Current Firm
					<input type="checkbox"/>
	(3) Brief Description <i>(Brief Scope, Size, Cost, Etc.)</i> and Specific Role				





[illegible]



**Section H: Additional Information**

**30. CT DPW Work - Previous 5 years**

(a) Project Number	(b) Project Title/ Location (City)	(c ) Project Status	(d) Construction Cost

**31. Probity Questions:**

(a) Has the firm ever failed to complete any project in the previous 10 years?
(b) Has the firm had any projects involved in any litigation in the previous ten (10) years?
(c) Has the firm been assessed damages or penalties for any project in the previous ten 10)years?
(d) Has the firm or any officers, principals or partners that have been indicted or convicted in any jurisdiction for a misdemeanor or felony?
(e) Has the firm had any applications for minority certification rejected or revoked in the previous five (5) years?

**32. Remarks**

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**Section H: Additional Information (Continued)**

**33. Chronological List of the Ten Most Recent Contracts (in construction or completed)**

(a) Project Title/ Location ( <i>City, State</i> )	(b) Contract Substantial Completion Date	(c ) Actual Completion Date	(d) Bid Construction Cost	(e) Final Total Construction Cost

**Section I: Authorized Representative**

*(The foregoing is a statement of facts.)*

34. Signature of Authorized Representative:

35. Date Signed:

36. Name and Title of Signer:

***End of CT 330 Part I***



<b>Architect – Engineer Qualifications</b>				1. Advertisement Date:		2. Contract Number:	
<b>Part II: General Qualifications</b>							
3. Firm Name:				5a. Ownership Type			
3a. Street:				5b. Minority Business Status:			
3b. City:		3c. State:		3d. ZIP Code		6. Name of Firm <i>(If block 2 is a branch office):</i>	
4a. Point of Contact Name and Title:		4b. Point of Contact Phone No.:		7. Former Names:		7a. Years Established:	
4c. Point of Contact Email Address:							

**127 113005**

**Part II: General Qualifications (Continued)**[illegible]

10. Annual Average Professional Services Revenues Of Firm or Last 3 Years (Insert Index No. From Revenue Index Table)		Professional Services Revenue Index Number Table			
Entity	Index No.	No.	Fee Range	No.	Fee Range
a. State of CT Work:		1	Less than \$100,000	6	\$2 million to less than \$5 million
b. CT Local Municipality Work		2	\$100,000 to less than \$250,000	7	\$5 million to less than \$10 million
c. Federal Work		3	\$250,000 to less than \$500,000	8	\$10 million to less than \$25 million
d. Private Sector Work		4	\$500,000 to less than \$1 million	9	\$25 million to less than \$50 million
e. Total Work		5	\$1 million to less than \$2 million	10	\$50 million or greater

<p align="center">11. Authorized Representative  <i>(The foregoing is a statement of facts.)</i></p>	
a. Signature of:	b. Date Signed:
c. Name and Title of Signer:	



**12. List of Disciplines (Function Codes)**

<b>Code</b>	<b>Description</b>	<b>Code</b>	<b>Description</b>
01	Acoustical Engineer	32	Hydraulic Engineer
02	Administrative	33	Hydrographic Surveyor
03	Aerial Photographer	34	Hydrologist
04	Aeronautical Engineer	35	Industrial Engineer
05	Archeologist	36	Industrial Hygienist
06	Architect	37	Interior Designer
07	Biologist	38	Land Surveyor
08	CADD Technician	39	Landscape Architect
09	Cartographer	40	Materials Engineer
10	Chemical Engineer	41	Materials Handling Engineer
11	Chemist	42	Mechanical Engineer
12	Civil Engineer	43	Mining Engineer
13	Communications Engineer	44	Oceanographer
14	Computer Programmer	45	Photo Interpreter
15	Construction Inspector	46	Photogrammetrist
16	Construction Manager	47	Planner: Urban/Regional
17	Corrosion Engineer	48	Project Manager
18	Cost Engineer/Estimator	49	Remote Sensing Specialist
19	Ecologist	50	Risk Assessor
20	Economist	51	Safety/Occupational Health Engineer
21	Electrical Engineer	52	Sanitary Engineer
22	Electronics Engineer	53	Scheduler
23	Environmental Engineer	54	Security Specialist
24	Environmental Scientist	55	Soils Engineer
25	Fire Protection Engineer	56	Specifications Writer
26	Forensic Engineer	57	Structural Engineer
27	Foundation/Geotechnical Engineer	58	Technician/Analyst
28	Geodetic Surveyor	59	Toxicologist
29	Geographic Information System Specialist	60	Transportation Engineer
30	Geologist	61	Value Engineer
31	Health Facility Planner	62	Water Resources Engineer



**13. List of Experience Categories (Profile Codes)**

Code	Description
A01	Acoustics, Noise Abatement
A02	Aerial Photography; Airborne Data and Imagery Collection and Analysis
A03	Agricultural Development; Grain Storage; Farm Mechanization
A04	Air Pollution Control
A05	Airports; Navajds; Airport Lighting; Aircraft Fueling
A06	Airports; Terminals and Hangars; Freight Handling
A07	Arctic Facilities
A08	Animal Facilities
A09	Anti-Terrorism/Force Protection
A10	Asbestos Abatement
A11	Auditoriums and Theaters
A12	Automation; Controls; Instrumentation
B01	Barracks; Dormitories
B02	Bridges
C01	Cartography
C02	Cemeteries (Planning and Relocation)
C03	Charting; Nautical and Aeronautical
C04	Chemical Processing and Storage
C05	Child Care/Development Facilities
C06	Churches; Chapels
C07	Coastal Engineering
C08	Codes; Standards; Ordinances
C09	Cold Storage; Refrigeration and Fast Freeze
C10	Commercial Building (Low Rise); Shopping Centers
C11	Community Facilities
C12	Communications Systems; TV; Microwave
C13	Computer Facilities; Computer Service
C14	Conservation and Resource Management
C15	Construction Management
C16	Construction Surveying
C17	Corrosion Control; Cathodic Protection Electrolysis
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting
C19	Cryogenic Facilities
D01	Dams (Concrete; Arch)
D02	Dams (Earth; Rock); Dikes; Levees
D03	Desalinization (Process and Facilities)
D04	Design-Build - Preparation of Requests for Proposals
D05	Digital Elevation and Terrain Model Development
D06	Digital Orthophotography
D07	Dining Halls; Clubs; Restaurants
D08	Dredging Studies and Design
E01	Ecological and Archeological Investigations
E02	Educational Facilities; Classrooms
E03	Electrical Studies and Design

Code	Description
E04	Electronics
E05	Elevators; Escalators; People-Movers
E06	Embassies and Chanceries
E07	Energy Conservation; New Energy Sources
E08	Engineering Economics
E09	Environmental Impact Studies, Assessments or Statements
E10	Environmental and natural Resource Mapping
E11	Environmental Planning
E12	Environmental Remediation
E13	Environmental Testing and Analysis
F01	Fallout Shelters; Blast-Resistant Design
F02	Field Houses; Gyms; Stadiums Shopping Centers
F03	Fire Protection
F04	Fisheries; Fish Ladders
F05	Forensic Engineering
F06	Forestry and Forest Products
G01	Garages; Vehicles Maintenance Facilities; Parking Decks
G02	Gas Systems (Propane; Natural, Etc.)
G03	Geodetic Surveying: Ground and Air-borne
G04	Geographic Information System Services: Development, Analysis, and Data Collection
G05	Geospatial Data Conversion: Scanning Digitizing, Compilation, Attributing, Scribing, Drafting
G06	Graphic Design
M08	Modular systems Design; Pre-Fabricated Structures or Components
H01	Harbors; Jetties; Piers, Ship Terminal Facilities
H02	Hazardous Materials Handling and Storage
H03	Hazardous, Toxic, Radioactive Waste Remediation
H04	Heating; Ventilating; Air Conditioning
H05	Health Systems Planning
H06	High-rise; Air-Rights-Type Buildings
H07	Highways; Streets; Airfield Paving; Parking Lots
H08	Historical Preservation
H09	Hospital and Medical Facilities
H10	Hotels; Motels
H11	Housing (Residential, Multi-Family; Apartments; Condominiums)
H12	Hydraulics and Pneumatics
H13	Hydrographic Surveying
I01	Industrial Buildings; Manufacturing Plants
I02	Industrial Processes; Quality Control
I03	Industrial Waste Treatment
I04	Intelligent Transportation Systems
I05	Interior Design; Space Planning
I06	Irrigation; Drainage
J01	Judicial and Courtroom Facilities





**13. List of Experience Categories (Profile Codes) Continued**

Code	Description
L01	Laboratories; Medical Research Facilities
L02	Land Surveying
L03	Landscape Architecture
L04	Libraries; Museums; Galleries
L05	Lighting ( <i>Interior; Display; Theater, Etc.</i> )
L06	Lighting (Exteriors; Streets; Memorials; Athletic Fields, Etc)
M01	Mapping Location/Addressing Systems
M02	Materials Handling Systems Conveyors; Sorters
M03	Metallurgy
M04	Microclimatology; Tropical Engineering
M05	Military Design Standards
M06	Mining and Mineralogy
M07	Missile Facilities ( <i>Silos; Fuels; Transport</i> )
N01	Naval Architecture; Off-Shore Platforms
N02	Navigation Structures; Locks
N03	Nuclear Facilities; Nuclear Shielding
O01	Office Buildings; Industrial Parks
O02	Oceanographic Engineering
O03	Ordnance; Munitions; Special Weapons
P01	Petroleum Exploration; Refining
P02	Petroleum and Fuel (Storage and Distribution)
P03	Photogrammetry
P04	Pipelines (Cross-Country - Liquid and Gas)
P05	Planning (Community, Regional, Areawide and State)
P06	Planning (Site, Installation and Project)
P07	Plumbing and Piping Design
P08	Prisons and Correctional Facilities
P09	Product, Machine Equipment Design
P10	Pneumatic Structures, Air-Support Buildings
P11	Postal Facilities
P12	Power Generation, Transmission, Distribution
P13	Public Safety Facilities
R01	Radar; Sonar; Radio and Radar Telescopes
R02	Radio Frequency Systems and Shieldings
R03	Railroad; Rapid Transit
R04	Recreation Facilities (Parks, Marinas, Etc.)
R05	Refrigeration Plants/Systems
R06	Rehabilitation (Buildings; Structures, Facilities)
R07	Remote Sensing

Code	Description
R08	Research Facilities
R09	Resources Recovery; Recycling
R10	Risk Analysis
R11	Rivers; Canals; Waterways; Flood Control
R12	Roofing
S01	Safety Engineering; Accident Studies; OSHA Studies
S02	Security Systems; Intruder and Smoke Detection
S03	Seismic Designs and Studies
S04	Sewage Collection, Treatment and Disposal
S05	Soils and Geologic Studies; Foundations
S06	Solar Energy Utilization
S07	Solid Wastes; Incineration; Landfill
S08	Special Environments; Clean Rooms, Etc.
S09	Structural Design; Special Structures
S10	Surveying; Platting; Mapping; Flood Plain Studies
S11	Sustainable Design
S12	Swimming Pools
S13	Storm Water Handling and Facilities
T01	Telephone Systems (Rural; Mobile; Intercom, Etc.)
T02	Testing and Inspection Services
T03	Traffic and Transportation Engineering
T04	Topographic Surveying and Mapping
T05	Towers (Self-Supporting and Guyed Systems)
T06	Tunnels and Subways
U01	Unexploded Ordnance Remediation
U02	Urban renewals; Community Development
U03	Utilities (Gas and Steam)
V01	Value Analysis; Life-Cycle Costing
W01	Warehouse and Depots
W02	Water Resources; Hydrology; Ground Water
W03	Water Supply; Treatment and Distribution
W04	Wind Tunnels; Research/Testing Facilities Design
Z01	Zoning; Land Use Studies

**End of CT F330 - Part II**



## Deficient Submittal Letter Sample

December 28, 2005

**Firm's Name**

**Address**

**City/Town, CT**

**Attention:** Firm's Point of Contact Name, Title

**Contract Number:**

**Subject:** *Deficient Submittal*

**Selection Type:** ☐ On Call ☐ Formal

**Reference:** Architectural & Consulting Design Team  
Project Name  
Project Address  
City /Town, Connecticut

Dear Firm's Point of Contact Name:

Thank you for the time and effort that was expended on your submission of a QBS Submittal Booklet for the referenced Contract. After a review of your Booklet, the State of Connecticut, Department of Public Works has found your submittal to be deficient as indicated below. We are writing with the expectation that this notification will assist you in submitting a complete and properly formatted QBS Submittal Booklet for future submittals.

This determination is based on the following:

- ☐ Late Submission of QBS Submittal Booklets.
- ☐ Format Deficiencies.

Or a deficiency of submittal requirements in the following Divisions of your QBS Submittal Booklet:

- |                                     |                           |                                     |                                   |
|-------------------------------------|---------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Division 1 | Table Of Contents         | <input type="checkbox"/> Division 5 | Affidavits                        |
| <input type="checkbox"/> Division 2 | Letter of Interest        | <input type="checkbox"/> Division 6 | Code Expertise and Site proximity |
| <input type="checkbox"/> Division 3 | QBS Email Registration    | <input type="checkbox"/> Division 7 | SF 330 Part I CT DPW              |
| <input type="checkbox"/> Division 4 | Credentials and Insurance | <input type="checkbox"/> Division 8 | SF 330 Part II - CT DPW           |

We hope that you will continue to pursue work in the public sector with the State of Connecticut, Department of Public Works.

Very truly yours,

---

T.C Lowell, DPW Architect, QBS Unit

TCL/rm

cc: A.V. Herring - DPW Chief Engineer/QBS Manager  
B. T. Bockstael, FAIA – DPW Administrator of Client Teams/Chief Architect  
PM Name - DPW PM/Interview Chair  
D. Rodosevich - DPW Attorney  
File: Contract File Color/Number



## Not Ineligible Letter Sample

December 28, 2005

**Firm's Name**

**Address**

**City/Town, CT**

**Attention:** Firm's Point of Contact Name, Title

**Contract Number:**

**Subject:** *Firm Not Eligible for This Contract*

**Selection Type:** ☐ On Call ☐ Formal

**Reference:** Architectural & Consulting Design Team  
Project Name  
Project Address  
City /Town, Connecticut

Dear Firm's Point of Contact Name:

This letter is to serve notice that Firm's Name has been deemed not eligible for this contract in accordance with the requirements of Sec. 4b-102 of the General Statutes by the Commissioner of the Department of Public Works, State of Connecticut

This determination is based specifically on the following items that are noted in the checked box below:

- ☐ Your firm currently holds two (2) formal Contracts with DPW;  
The two formal contracts are: \_\_\_\_\_
- ☐ Your firm is not properly licensed in the State;
- ☐ Your firm is not properly insured;
- ☐ Other  
(Please refer to the DPW guidelines in the DPW Selection and Bidding Procedure Manual Section 2.9, "Reasons for an Ineligibility Designation", for further information.)

Therefore your firm will not be allowed to pursue the following Contract:

**Project Title/Location:** Consultant Type  
Project Title  
Facility Name  
Project street address  
City/Town, Connecticut

**Contract Number:** Contract Number

If you have questions, you may contact Tom Lowell, QBS Unit at 860 713-5694.

Very truly yours,

\_\_\_\_\_  
T.C Lowell, DPW Architect, QBS Unit

cc: A.V. Herring - DPW Chief Engineer  
B. T. Bockstael, FAIA – DPW Chief Architect  
PM Name - DPW PM/Interview Chair

D. Rodosevich - DPW Attorney  
File: Contract File Color/Number



## Not Selected Letter Sample

December 28, 2005

**Firm's Name**

**Address**

**City/Town, CT**

**Attention:** Firm's Point of Contact Name, Title

**Contract Number:**

**Subject:** *Firm Not Selected For This Contract*

**Selection Type:** ☐ On Call ☐ Formal

**Reference:** Architectural & Consulting Design Team  
Project Name  
Project Address  
City /Town, Connecticut

Dear Firm's Point of Contact Name:

Thank you for your Selection Interview Presentation before the Selection Interview Panel on Insert Date at the State Office Building.

Although we greatly appreciated your level of effort and presentation, it is with regret that I must inform you that your firm was not selected for the above captioned service. Please be advised that the Commissioner of Public Works has concurred with the panel's selection of the following firms forwarded to him:


I sincerely hope that you will continue to demonstrate interest in pursuing future work with the State of Connecticut. Again, on behalf of the Department of Public Works, I thank you for your informative presentation.

Very truly yours,

---

T.C Lowell, DPW Architect, QBS Unit

TCL/rm

cc: A.V. Herring - DPW Chief Engineer/QBS Manager  
B. T. Bockstael, FAIA – DPW Administrator of Client Teams/Chief Architect  
PM Name - DPW PM/Selection Interview Panel Chair  
Agency Selection Interview Panel Member Representative Name/Title - Using Agency Name  
Selection Interview Panel Member Name - DPW Selection Interview Panel Member  
Selection Interview Panel Member Name - DPW Selection Interview Panel Member  
Selection Interview Panel Member Name - DPW Selection Interview Panel Member  
Selection Interview Panel Member Name - DPW Selection Interview Panel Member  
PM Name - DPW SPM  
D. Rodosevich - DPW Attorney  
File: Project File Color/Number



## Not Shortlisted Letter Sample

December 28, 2005

**Firm's Name**

**Address**

**City/Town, CT** [Redacted]

**Attention:** [Redacted] Firm's Point of Contact Name, Title

**Contract Number:**

**Subject:** *Firm Not Shortlisted*

**Selection Type:** ☐ On Call ☐ Formal

**Reference:** Architectural & Consulting Design Team  
Project Name  
Project Address  
City /Town, Connecticut

Dear [Redacted] Firm's Point of Contact Name:

Thank you for your timely response to the Department of Public Works Request for Qualifications for the referenced contract.

Please be advised that we received a significant number QBS Submittal Booklets. Though we appreciate your submission, it is with regret that I must inform you that your firm was not shortlisted for the selection interview.

We hope that you will continue to pursue work in the public sector with the State of Connecticut, Department of Public Works.

Very truly yours,

---

T.C Lowell, DPW Architect, QBS Unit

TCL/rm

cc: A.V. Herring - DPW Chief Engineer/QBS Manager  
B. T. Bockstael, FAIA – DPW Administrator of Client Teams/Chief Architect  
PM Name - DPW PM/Interview Chair  
D. Rodosevich - DPW Attorney  
File: Contract File Color/Number



State of Connecticut  
Department of Public Works  
Bureau of Design & Construction

# Phone Reference Documentation

Contract Number: \_\_\_\_\_

Project Title/Location: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Name of Person  
Conducting Reference Check: \_\_\_\_\_

Name of Owner / Person  
Contacted for Reference: \_\_\_\_\_

Phone Number Contacted: \_\_\_\_\_

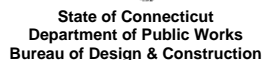
Date of Reference Check: \_\_\_\_\_

Yes ☐ No ☐ *This Client Refused To Comment Or Participate In The Survey Below.*

Please rate the firm on each item below using the following scale:

<b>5</b> Highly Responsive (Excellent)	<b>4</b> Responsive (Good)	<b>3</b> Minimally Responsive (Marginally Acceptable)	<b>0</b> Unacceptable	<b>3</b> Not applicable (NA)
---	-------------------------------	--	-----------------------	---------------------------------

Questions		5	4	3	0	3	Points Sum
		Excellent	Good	Marginal	Unacceptable	NA	
	<b>Design Phase</b>						
1	Responsiveness to design program criteria						
2	Adherence to project budget						
3	Ability to solve technical/design problems						
4	Complete design/study packages within schedule and fee						
5	Quality of study report/progress/ design/contract documents						
	<b>Construction Phase</b>						
6	Contract Administration						
7	Evaluation and negotiation of change orders						
8	Quality of contract documents						
9	Communication skills						



## Contract Number:

Questions	5	4	3	0	3	Points Sum
	Excellent	Good	Marginal	Unacceptable	NA	
<b>General</b>						
10 Reputation, ethical approach and integrity in performance						
11 What was your overall level of satisfaction with the services provided?						
12 Overall, how well did the firm meet your expectations?						
13 Would you choose to work with this firm again?						

<p>Is there anything you would like to tell us about doing business with this firm? Please comment:</p>

**Total Point Score:**



# Phone Reference Documentation Guidelines

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## Overview

Conduct phone references for the [Phone Reference Documentation 135](#) of short-listed firms only by contacting clients other than DPW. The list of possible contacts should be identified in the initial submittal. The guidelines noted below include a survey with nine (9) questions, and a rating scale.

1. The Project Manager shall call two (2) owners identified in the initial submission where a written reference was not submitted.
2. It is recommended the PM set aside time in a morning to initiate these calls.
3. If a respondent indicates "No Comment" or refuses to take the call, the Project Manager should call another client until she or he has obtained the two references, making up to five (5) calls total.
4. Each call and all comments should be documented. If none of the five parties contacted comments or agrees to participate in the survey, this should be noted.
5. The score shall be computed by the Project Manager, who will total the items and then obtain an average score for each reference. If there are two (2) references per firm, the averages will be totaled and averaged to get a final score.

All firms shall receive an "A" for past performance unless there is information in the initial submission, the evaluations or the phone references that suggests otherwise.

---

## Consultant Phone Guidelines

Each firm should be rated on each of the nine questions below using the following scale: (5) Highly Responsive/Excellent, (4) Responsive/Good, (3) Minimally Responsive/Marginally acceptable, (0) Unacceptable or Not applicable (NA). These definitions below are to help ensure a common understanding of each question by project managers and clients. The bullets are intended to clarify what is meant by the question and to serve as examples the client should consider when making an overall evaluation of the firm on each question. Performance on individual bullets should not be ranked.

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### Part 1 – Design Phase

---

#### Question 1: Responsiveness to program criteria

This question addresses the consultant's ability to understand and interpret the design and program requirements of the project. While it has the most relevance during the Study and early design phases, the stated program/design requirements should be carried throughout the entire development of the project. Consider whether the firm:

- incorporated the articulated goals and criteria of the design program
- analyzed, interpreted and discussed suggestions and issues in a professional manner
- actively participated in meeting discussions
- followed through on decisions made at meetings and responded to reviewer comments
- worked well with the user agency or others

#### Question 2: Adherence to project budget

The consultant has a responsibility to be mindful of the established budget limitations through all project phases. This question evaluates their attention to the budget including equipment and Not In Contract (NIC) items and sub-consultant work. Consider if the firm:

- was responsive to the established budget
- worked creatively to achieve the program goals within the existing budget





# Phone Reference Documentation Guidelines

## **Question 3: Ability to solve technical/design problems**

This question evaluates the consultant's technical expertise and their ability to communicate issues and facilitate resolution in a timely manner. Consider whether the firm:

- addressed design constraints and took advantage of design opportunities
- identified design problems in a timely manner
- proposed design alternatives and articulated their advantages/disadvantages
- balanced the technical and aesthetic issues

## **Question 4: Complete design/study packages within schedule and fee**

This question addresses the ability of the consultant to maintain the schedule (where under their control) and provide appropriate and consistent staffing for the project. Was the consultant reasonable and responsible in their interpretation of the project scope, or did they consistently request additional services for work that was normally within the contract scope? Consider whether the firm:

- prepared submittals in accordance with the agreed-upon schedule
- provided complete submittals
- alerted the project manager to possible schedule problems in advance of delays
- staffed the project appropriately and in keeping with their original project plan
- made requests for additional services fees for work that was within the scope of the contract

## **Question 5: Quality of the Study Report/Progress/Design/Contract Documents**

This question evaluates the quality of the consultant's communications from memos and meeting minutes to contract drawings and specifications. In phases where no contract documents are produced, evaluate the quality of the progress drawings, presentation materials or other communications and submissions. Did the Designer incorporate the comments and respond to the feedback received from all parties during the design process? Consider whether the firm:

- submitted complete material, in all respects
- wrote and presented clearly with adequate back-up
- adequately incorporated all comments and requests into the report/documents
- prepared contract documents that were sufficiently clear and complete so that no addenda or only minor addenda had to be issued
- coordinated the contract documents
- was consistent and thorough in its use of graphic symbols and terminology

## **Part 2– Construction Phase**

## **Question 6: Construction Administration**

This question documents the consultant's ability to administer the construction contract through timely and thorough observation of the Contractor's work. It also is a place to comment on their capability in terms of documentation of the review and adequate back-up to support their approvals and disapprovals. The quality and thoroughness of punch lists and their ability to lead the project meetings at the site are covered here. Consider whether the firm:

- provided adequate support during the Bid and Award process
- attended and adequately lead all of the job meetings
- completely reviewed the requisitions (checking the math, %completion)
- facilitated project closeout/developed adequate punchlist
- reviewed the shop drawings/submittals thoroughly and in a timely manner (within 7-14 days)



# Phone Reference Documentation Guidelines

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**Question 7: Evaluation and negotiation of change orders.**

Without regard to the reason for a change order, (this is addressed in question #8) was the consultant thorough and prompt in providing requests for changes and documenting the reasons for the change? Did the consultant work to establish a cooperative relationship with the Contractor in order to facilitate negotiation and execution of needed changes? Consider whether the firm:

- prepared proposal requests which clearly defined the scope changes
- assessed the reasonableness of cost and time of the contractor's proposals
- provided a thorough analysis and explanation of the reason for the change order

---

**Question 8: Quality of contract documents**

This question should address the quality of the consultant's construction documents as experienced through the progress of construction. Regardless of the GC or subcontractor's competencies, were the documents proven to be complete, easily read and utilized throughout the construction. This is an opportunity to note areas where the consultant could have provided more detail or should have carried out more research during design. The quality of the documents may be reflected in the number of change orders - if change orders were high for some reason beyond the consultant's control, they should not be penalized. Consider whether the firm:

- provided drawings that were coordinated with their sub-consultant drawings
- met code requirements and documented these well
- had a limited number of change orders resulting from construction documents
- provided information that was systematic, logical, easily read and interpreted by the G.C. and CA
- provided contract documents that were complete and clear with a limited number of requests for clarifications

---

**Question 9: Communication Skills.**

This question evaluates the consultant's ability to maintain adequate and thorough communications with the PM and User Agency representatives throughout the construction process. Were the communications clear and timely? DPW is increasingly requiring electronic documentation and utilizing the Internet and email for communications. Did the consultant have the technical capabilities to meet the requested/required electronic documentation and communication throughout the project? Consider whether the firm:

- issued effective and informative written communication
- had sufficient technical capability in terms of electronic technology and information
- provided adequate management for the needs of the project
- kept DPW and the User Agency informed of construction progress
- effectively communicated with local officials and the contractor

***These Guidelines are adapted from the State of Massachusetts.***



# QBS Panel Member Email Notification

QBS Panel Member Email Notification						
<b>Selection Type:</b>		<input type="checkbox"/> On-Call	<input type="checkbox"/> Formal			
The following DPW Bureau of Design and Construction panel members have been randomly assigned to serve on each panel from a pool of technically qualified persons that have been appointed by the DPW Commissioner. The following agency panel members have been appointed by the user agency head.						
<b>Date:</b>	Insert Date					
<b>To:</b>	<b>DPW Screening Panel Members</b>		<b>Selection Interview Panel Members</b>			
	Screening Panel Member Name		Interview Panel Member Name			
	Screening Panel Member Name		Interview Panel Member Name			
	Screening Panel Member Name		Interview Panel Member Name			
	Screening Panel Member Name		Interview Panel Member Name			
	<b>Complete Below Only for Formal Selections</b>					
	<b>Agency Screening Panel Member</b>		<b>Agency Selection Interview Panel Member</b>			
	Screening Panel Member Name		Interview Panel Member Name			
	<b>Complete Below Only for Formal Selections for CSU Second CHEFA Screening and interview Panel Members</b>					
	<b>Agency Screening Panel Member</b>		<b>Agency Selection Interview Panel Member</b>			
Screening Panel Member Name		Interview Panel Member Name				
<b>Appointment for Contract # (Contract Number)</b>						
<b>Subject:</b>	Project Title:		Insert Contract Number			
	Due Date for submittals					
	Name of Chair/Project Manager:		Insert Date			
	Date /time/location of QBS Submittals Booklets for Review:		Insert PM Name			
	Substitution request forms of panel members due by		Insert Date Location			
	Date/ location of screening panel mandatory meeting		Insert Date /Location			
	Date completed Screening Rating Sheet is due: (return ballots to Rose Mitchell or Gail Westergren)		Insert Date/ Location			
	Date by which Short-listed firms must be notified <b>(Commissioner's Approval of Shortlist required)</b>		Insert Date			
	Site tour date for short listed firms (optional attendance for panel members)		Insert Date/Location			
	Interview date/time/location		Insert Date/Time/Location			
Reference Document(s)		Insert Date				
<b>Contract Reference Documents List:</b>						
<b>Cc:</b>	PM-PM Name, SPM -SPM Name, Al Herring, Bruce Bockstael, S. Jellison, Standby Interview Panel Member For This Interview Date (below):					
	<input type="checkbox"/>	No Interviews	July 2005	<input type="checkbox"/>	No Interviews	January 2006
	<input type="checkbox"/>	P. Babey	August 2005	<input type="checkbox"/>	P. Babey	February 2006
	<input type="checkbox"/>	J. Cassidy	September 2005	<input type="checkbox"/>	J. Cassidy	March 2006
	<input type="checkbox"/>	D. Ouillette	October 2005	<input type="checkbox"/>	D. Ouillette	April 2006
	<input type="checkbox"/>	K. Quimby	November 2005	<input type="checkbox"/>	K. Quimby	May 2006

Thank you,

T.C. Lowell, Architect – QBS Unit

Cc: D. Rodosevich - Copies of Affidavits are transferred with this cover.

(Initials)

(date received)



# QBS Panel Member Substitution Protocol

## QBS Panel Member Substitution Protocol

**In accordance with DPW BD&C Policy Statement No. 3:** Upon appointment, DPW screening and interview panel members are expected to complete all obligations pursuant to this section. If there is a legitimate conflict, the panel member must arrange for a substitute **from members of their Team** to serve in their place. Substitutions requests shall be processed upon submittal of this Form by the DPW panel member. This form is signed by the panel member, the **team** substitute and the panel member's Supervising Project Manager. The signed form will be sent to the Selection Supervisor with a copy to the DPW Administrator of Client Teams and filed.

**Date:** \_\_\_\_\_

**To:** **Thomas Lowell – QBS Unit**

**From:** \_\_\_\_\_

*(Print Panel Member Name)*

*(Signature)*

**Role on Panel:** ☐ Chairperson ☐ Panel Member

**QBS Panel Type:** ☐ Screening ☐ Selection Interview

**Contract  
Number:** \_\_\_\_\_

**Selection For:** \_\_\_\_\_

**Panel Meeting  
Date/Time:** \_\_\_\_\_

**Substitution  
Explanation:** \_\_\_\_\_

**Substitute's  
Name:** \_\_\_\_\_

*(Print substitutes name)*

*(Signature)*

*I agree to serve as a substitute for this panel.*

**SPM Name:** \_\_\_\_\_

*(Print SPM name)*

*(Signature)*

*I agree allow the substitute for this panel.*

Cc: Bruce Bockstael  
S. Jellison  
T. Lowell, QBS Unit  
Team File: Insert Project Number G2



# QBS Records Checklist

## Qualifications Based Selection (QBS) Records Checklist

Hard copies of all QBS Submittal Booklets reviewed by either the screening panel or the interview panel shall be returned to DPW. All documents will be filed with the QBS Unit.

After the Conditional Selection Notification all QBS Documents listed in the Table below become DPW Permanent Records after, except as noted:

Check Box	Document	DPW Document Number
<input type="checkbox"/>	One (1) Copy QBS Submittal Booklet One (1) Original Copy for Each Shortlisted Interviewed Firm. <b>(Note: Only store for 6 Months after the Conditional Selection Notification)</b>	
<input type="checkbox"/>	Meeting Minutes for Selection Panel Member Briefings;	
<input type="checkbox"/>	RFQ Legal Notice and RFQ Advertisement and all Addendum;	
<input type="checkbox"/>	Pre-Selection Interview Site Visit Conference Agenda/Notes;	
<input type="checkbox"/>	Screening & Selection Interview Panel Substitution Forms;	
<input type="checkbox"/>	Completed Phone Reference Documentation	
<input type="checkbox"/>	Meeting Minutes For Selection Panel Member Briefings;	
<input type="checkbox"/>	All Selection Interview Documentation,	
<input type="checkbox"/>	Site Visit Agenda, Sign-in Sheet, Meeting notes, and etc.;	
<input type="checkbox"/>	QBS Panel Member Substitution Forms;	
<input type="checkbox"/>	Completed Phone Reference Check Forms;	
<input type="checkbox"/>	Selection Interviewers' Notes;	
<input type="checkbox"/>	Selection Interview Observer Certification;	
<input type="checkbox"/>	Chair Interview Work Sheet;	
<input type="checkbox"/>	Selection Unit Screening and Selection Interview Summaries;	
<input type="checkbox"/>	Recommendation For Selection;	
<input type="checkbox"/>	All Not Responsive, Not Shortlisted, and selection Interview Invitation Letters;	
<input type="checkbox"/>	Commissioner's Certification; and Any Pertinent Correspondence Or Additional Documents.	
<input type="checkbox"/>	Screening Panel Member Rating Sheets, signed, completed for each member;	
<input type="checkbox"/>	Selection Interview Panel Member Rating Sheets, signed, completed for each member.	

**PM assigned project:** Store the following in the project file for a permanent project record following the selection award. This information can be required to be provided for any Freedom of Information (FOI) request.

A copy of the complete selected firm documents shall be forwarded to the PM who will file the information into the Project file. This information will be the bulk of the information that is required to go through SPRB's approval, and will require multiple copies as determined by the SPRB checklist for contract processing.

Contract #		Name of Firm:	
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Check		Division 3 –QBS Email Registration		
<input type="checkbox"/>	Email one (1) completed <a href="#">QBS Email Registration 125</a> to Rose Mitchell - DPW QBS Unit by the due date for this Contract at: <a href="mailto:rose.mitchell@po.state.ct.us">rose.mitchell@po.state.ct.us</a>			Table of Contents
<input type="checkbox"/>	Insert one (1) completed hard copy of the QBS Email Registration into each QBS Submittal Booklet. Provide the following information for two (2) representatives of the firm that DPW can contact for additional information.			
<input type="checkbox"/>	1. <b>Type of Consultant Services:</b>	Exactly as per Advertisement for this Contract		Letter of Interest
<input type="checkbox"/>	2. <b>DPW Contract Number:</b>	Exactly as per Advertisement for this Contract		
<input type="checkbox"/>	3. <b>Project Name:</b>	Exactly as per Advertisement for this Contract		
<input type="checkbox"/>	4. <b>Project Location:</b>	Exactly as per Advertisement for this Contract		
<input type="checkbox"/>	5. <b>1<sup>st</sup>. Contact Name:</b>	Insert First Contact Name		QBS Email Registration
<input type="checkbox"/>	5a. <b>1<sup>st</sup>. Contact Phone Number:</b>	Insert Phone Number		
<input type="checkbox"/>	5b. <b>1<sup>st</sup>. Contact Email Address:</b>	Insert Email Address		
<input type="checkbox"/>	6. <b>2<sup>nd</sup>. Contact Name:</b>	Insert Second Contact Name		
<input type="checkbox"/>	6a. <b>2<sup>nd</sup>. Contact Phone Number:</b>	Insert Phone Number		
<input type="checkbox"/>	6b. <b>2<sup>nd</sup>. Contact Email Address:</b>	Insert Email Address		
<input type="checkbox"/>	7. <b>Firm Legal Name:</b>	Insert Exact Legal Name of Prime firm		Credentials & Insurance
<input type="checkbox"/>	8. <b>Firm Street:</b>	Insert Email Address of Prime Firm		
<input type="checkbox"/>	9. <b>Firm City:</b>	Insert City of Prime firm		
<input type="checkbox"/>	10. <b>Firm State:</b>	Insert State of Prime firm		
<input type="checkbox"/>	11. <b>Firm Zip Code:</b>	Insert Zip Code of Prime firm		Affidavits
<input type="checkbox"/>	12. Insert one (1) copy of this instruction page for Division 3 with the boxes in the left hand column checked for verification of the contents.			
<p><b>For the QBS Email Registration follow the steps below:</b></p> <ul style="list-style-type: none"> <li>Go to the CT DPW Website Home Page: <a href="http://www.ct.gov/dpw">www.ct.gov/dpw</a></li> <li>At the top of the CT DPW Home Page click on the <b>Publications</b> link.</li> <li>Under the <b>Alphabetical Listings</b> title click on the <b>QBS Email Registration</b> link.</li> </ul>				
<p><i>End of Instructions for Division 3 –QBS Email Registration.</i></p>				



State of Connecticut  
Department of Public Works  
Bureau of Design & Construction

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## QBS Email Registration



# QBS Submittal Booklet Requirements

## QBS Submittal Booklet Requirements

### General Requirements

1. Submit two (2) QBS Submittal Booklets per contract as follows:
2. One (1) QBS Submittal Booklet shall have a cover and back with 8-1/2"x11 clear vinyl covered (GBC Clear Rounded Clear Heavy- Round 8<sup>3/4</sup>" x 11<sup>1/4</sup>", heavy weight transparent, GBC Product # 2514500 or equivalent). A 1" maximum, Plastic or Metal securely bound submission. Each section of the RFQ Submittal Booklet shall be divided by white, 8 tab labels, 9" x 11" (GBC Presentation Tabs™, Customizable Index Tabs, GBC Product # 9675045 or equivalent). (This booklet is for CT DPW's project record.)
3. One (1) QBS Submittal Booklet shall have an 8-1/2"x11", white, clear vinyl covered, 3-ring binder; 1" maximum. (1" Avery Durable Reference View Binders - Slant Ring, White, Avery Item # 9301 or equivalent). Each section of the RFQ Submittal Booklet shall be divided by 8-1/2" x 11", white three-hole punched, 8 tab style label dividers (Avery WorkSaver Big Tab Insertable Tab Dividers with White Paper, Laser/InkJet, 8 Tabs per Set, Clear, 3-Hole Punched, Avery Item # 11124 or equivalent). (This booklet is for DPW's ability to copy, if needed, extra booklet copies.)
4. Insert all required information as specified. A firm that does not submit any required information must insert brief statement in its place in the appropriate Division of the Booklet explaining why it was not used in the submittal.
5. Each QBS Submittal Booklet shall contain all of required information; in the specified format; at the designated location; by the deadline; or the Firm shall be deemed Non-Responsive for this project.

***End of Instructions for General Requirements***

### Cover Page

1. Insert one Cover page into each QBS Submittal Booklet with the following information:  
(Exactly as per the web advertisement for this contract.)

**Firm Name**

**Firm Street Address**

**Firm town, State, Zip**

**Type of Legal Entity**

**QBS Submittal Booklet**

**Type of Consultant Services**

**DPW Contract Number**

**Project Name**

**Project Location**

**QBS Submittal Due Date**

***End of Instructions for Cover Sheet***





# QBS Submittal Booklet Requirements

## Cover Page and Division Tab Sequence

Binder Comb	Indicate Precise Firm's Legal Name	<b>Firm Name</b>	Indicate Division Tab Names	Table of Contents
		<b>Firm Street Address</b>		Letter of Interest
		<b>Firm Town, State Zip</b>		QBS Email Registration
	Examples: Limited Liability Partnership, Corporation, Limited Partnership, Sole Proprietor and etc.)	<b>Type of Legal Entity</b>		Credentials & Insurance
		<b>QBS Submittal Booklet</b>		Affidavits
		<b>Architectural/Engineering Consultant Services</b>	Type Consultant Contract Services (As per DPW Legal Notice or Web Advertisement)	Code Expertise & Site Proximity
	DPW Contract Number	<b>BI-RS-123 - ARCH</b>		CT330 Part I
		<b>New Science Building Southern Connecticut State University New Haven, CT</b>	DPW Project Name (As per DPW Legal Notice or Web Advertisement)	CT330 Part II
		<b>February 28, 2005</b>	Submittal Due Date	



# QBS Submittal Booklet Requirements

Check	Division 1 - Table of Contents	
<input type="checkbox"/>	<b>1. Table of Contents:</b> Insert one (1) Table of Contents containing the eight (8) divisions in the specified order.	<b>Table of Contents</b>
<input type="checkbox"/>	<b>2.</b> Insert one (1) copy of this instruction page for Division 1 with the boxes in the left hand column checked for verification of the contents.	
<i>End of Instructions for Division 1- Table of Contents.</i>		<b>Letter of Interest</b>
		<b>QBS Email Registration</b>
		<b>Credentials &amp; Insurance</b>
		<b>Affidavits</b>
		<b>Code Expertise &amp; Site Proximity</b>
		<b>CT330 Part I</b>
		<b>CT330 Part II</b>



Check		Division 2 – Letter of Interest	
<input type="checkbox"/>	1. <b>Letter of Interest:</b> Insert one (1) copy of a Letter of interest explaining why their Firm and proposed team have the qualifications and past performance to be selected for this specific contract.	Table of Contents	
<input type="checkbox"/>	2. Insert one (1) copy of this instruction page for Division 2 with the boxes in the left hand column checked for verification of the contents.	Letter of Interest	
		QBS Email Registration	
		Credentials & Insurance	
		Affidavits	
		Code Expertise & Site Proximity	
		CT330 Part I	
		CT330 Part II	

***End of Instructions for Division 1- Letter of Interest.***



# QBS Submittal Booklet Requirements

Check		Division 3 –QBS Email Registration	
<input type="checkbox"/>	Email one (1) completed <a href="#">QBS Email Registration 125</a> to Rose Mitchell - DPW QBS Unit by the due date for this Contract at: <a href="mailto:rose.mitchell@po.state.ct.us">rose.mitchell@po.state.ct.us</a>		Table of Contents
<input type="checkbox"/>	Insert one (1) completed hard copy of the QBS Email Registration into each QBS Submittal Booklet. Provide the following information for two (2) representatives of the firm that DPW can contact for additional information.		
<input type="checkbox"/>	1. <b>Type of Consultant Services:</b>	Exactly as per Web Advertisement for this Contract.	Letter of Interest
<input type="checkbox"/>	2. <b>DPW Contract Number:</b>	Exactly as per Web Advertisement for this Contract.	
<input type="checkbox"/>	3. <b>Project Name:</b>	Exactly as per Web Advertisement for this Contract.	
<input type="checkbox"/>	4. <b>Project Location:</b>	Exactly as per Web Advertisement for this Contract.	
<input type="checkbox"/>	5. <b>1<sup>st</sup>. Contact Name:</b>	First contact name.	QBS Email Registration
<input type="checkbox"/>	5a. <b>1<sup>st</sup>. Contact Phone Number:</b>	Self Explanatory.	
<input type="checkbox"/>	5b. <b>1<sup>st</sup>. Contact Email Address:</b>	Self Explanatory.	
<input type="checkbox"/>	6. <b>2<sup>nd</sup>. Contact Name:</b>	Second contact name.	
<input type="checkbox"/>	6a. <b>2<sup>nd</sup>. Contact Phone Number:</b>	Self Explanatory.	Credentials & Insurance
<input type="checkbox"/>	6b. <b>2<sup>nd</sup>. Contact Email Address:</b>	Self Explanatory.	
<input type="checkbox"/>	7. <b>Firm Legal Name:</b>	Enter the exact legal name of the prime Firm.	
<input type="checkbox"/>	8. <b>Firm Street:</b>	Self Explanatory.	
<input type="checkbox"/>	9. <b>Firm City:</b>		Affidavits
<input type="checkbox"/>	10. <b>Firm State:</b>		
<input type="checkbox"/>	11. <b>Firm Zip Code:</b>		
<input type="checkbox"/>	12. Insert one (1) copy of this instruction page for Division 3 with the boxes in the left hand column checked for verification of the contents.		
<p><b>Note:</b> The 1<sup>st</sup>. Contact Name person shall submit this QBS Email Registration to CT DPW. All addendum to the QBS process for a specific contract shall be sent by CT DPW to 1<sup>st</sup>. Contact Name person's email address.</p> <p><b>For the QBS Email Registration follow the steps below:</b></p> <ul style="list-style-type: none"> <li>Go to the CT DPW Website Home Page: <a href="http://www.ct.gov/dpw">www.ct.gov/dpw</a></li> <li>At the top of the CT DPW Home Page click on the <b>Publications</b> link.</li> <li>Under the <b>Alphabetical Listings</b> title click on the <b>QBS Email Registration</b> link.</li> </ul> <p><i>End of Instructions for Division 3 –QBS Email Registration.</i></p>			Code Expertise & Site Proximity
			CT330 Part I
			CT330 Part II



# QBS Submittal Booklet Requirements

Check		Division 4 – Credentials and Insurance Requirements	
<input type="checkbox"/>		<p><b>Insert one (1) signed Acknowledgement of “Division 4 Conditions” into each QBS Submittal Booklet (see below).</b></p> <p style="text-align: center;"><b>Division 4 Conditions</b></p> <p><b>Note 1:</b> The final selection of a firm is conditional upon the firm submitting various professional credentials, business credentials, and insurance requirements to CT DPW for review and approval. Therefore, within 14 calendar days of receipt of a “Conditional Selection Letter – Congratulations” a conditionally selected firm must submit all required professional credentials, business credentials, and insurance requirements to enter into contract negotiations and contract execution.</p> <p><b>Note 2:</b> Failure of a conditionally selected firm to submit all of the required professional documents credentials, business credentials, and insurance requirements to CT DPW for review and approval within the 14 day calendar deadline shall result in the firms submittal being deemed deficient and CT DPW shall then proceed to the next highest rated firm.</p> <p><b>Note 3:</b> Information about the requirements for professional credentials, business credentials and insurance requirements are located on the DPW web site follow the steps below Contact the CT DPW Legal Unit 860 713-5680, if there are questions.</p>	Table of Contents
<input type="checkbox"/>		<p><i>Acknowledgement of Division 4 Conditions:</i> _____</p> <p style="text-align: right;">(Required Signature)</p> <p><b>For Credentials and Insurance Requirements Go to the CT DPW Website Home Page:</b></p> <p style="text-align: center;"><a href="http://www.ct.gov/dpw">www.ct.gov/dpw</a></p> <ul style="list-style-type: none"><li>• At the top of the CT DPW Home Page click on the <b>Publications</b> link.</li><li>• Under the <b>Alphabetical Listings</b> title click on the <b>Credential and Insurance Requirements</b> link.</li></ul> <p style="text-align: center;"><b>End of Instructions for Division 4 – Credentials and Insurance Requirements</b></p>	Letter of Interest
			QBS Email Registration
			Credentials & Insurance
			Affidavits
			Code Expertise & Site Proximity
			CT330 Part I
			CT330 Part II



# QBS Submittal Booklet Requirements

Check

## Division 5 – CT DPW Affidavits

☐

1. Insert (1) copy of each affidavit form as directed below into this QBS Submittal Booklet.

The RFQ Legal Notice and RFQ Web Advertisement shall alert all potential consultants, or design/builders to the affidavit submittal requirements, and will provide web links to the required forms posted on the DPW web site.

More information concerning affidavits can be found by going directly to the DPW web page and clicking on the Affidavits link and then selecting the at [www.ct.gov/dpw](http://www.ct.gov/dpw) Introduction link and General Advice for Filling Out Affidavits and Resolutions/Certificates of Authority link. No forms, other than those posted on the DPW web page, shall be used by a consultant or design/builder.

**Questions concerning the affidavits can be directed to the DPW Legal Services Division at 860-713-5680.**

*End of Instructions for Division 5 – CT DPW Affidavits*

Table of Contents

Letter of Interest

QBS Email Registration

Credentials & Insurance

**Affidavits**

Code Expertise & Site Proximity

CT330 Part I

CT330 Part II



# QBS Submittal Booklet Requirements

Check		Division 6 – CT Code Expertise and Site Proximity
<input type="checkbox"/>	1.	<p><b>CT Code Expertise:</b> Insert one (1) copy of each resume of the firm's "Key Personnel" that is a licensed Connecticut Building Official.</p> <p>"Key Personnel" are individuals who will have major contract responsibilities and/or provide unusual or unique expertise. (Definition - CT DPW Selection and Bidding Procedure Manual).</p> <p><b>1.1 Connecticut Building Official License:</b> If a shortlisted firm has submitted a resume of "Key Personnel", with a Connecticut Building Official License, then the firm shall receive a additional maximum of five (5) "CT Code Expertise" points that shall be applied to the firm's Total QBS Grade Points at the conclusion of their interview.</p> <p><b>1.2 Substantial Working Knowledge of the Connecticut State Codes:</b> If a shortlisted firm demonstrates, during the interview, that the Connecticut Building Official license is "Key Personnel" and has a substantial working knowledge of the Connecticut State Codes in relationship to the scope of this contract, then each such the firm shall receive an additional maximum of five (5) "CT Code Expertise" points that shall be applied the firm's "Total QBS Grade Points" at the conclusion of their interview.</p>
<input type="checkbox"/>	2.	<p><b>Site Proximity:</b> Insert one (1) copy of map from a location/map search engine Website that indicates the travel distance from the Firm's headquarter office location to the town or city location(s) of the project(s), as indicated the RFQ Legal Notice or RFQ Advertisement for this contract. This requirement is not applicable to RFQ's for Construction Administration consulting services and RFQ's for On-Call consulting services.</p> <p><b>2.1</b> If the travel of a shortlisted Firm's headquarter office location to the project site location(s) is 60miles or less then each such shortlisted firm shall receive ten (10) "Site Proximity" points that is applied to their "Total QBS Grade Points" at the conclusion of their interview.</p> <p><b>Acceptable location/map search engine Websites include, but are not limited to, the following:</b>  Google: <a href="http://www.maps.google.com">www.maps.google.com</a>  Mapquest: <a href="http://www.mapquest.com">www.mapquest.com</a>  Rand McNally: <a href="http://www.randmcnally.com">www.randmcnally.com</a>  Yahoo Maps: <a href="http://www.maps.yahoo.com/dd">www.maps.yahoo.com/dd</a></p>
<p><i>End of Instructions for Division 6 – Site Proximity and CT Code Expertise</i></p>		

Table of Contents

Letter of Interest

QBS Email Registration

Credentials & Insurance

Affidavits

Code Expertise & Site Proximity

CT330 Part I

CT330 Part II



# QBS Submittal Booklet Requirements

## CT330 Part I and Part II - General Instructions

**Note:** Complete and submit CT330 Part I and Part II in their entirety. A firm may utilize a third party software to complete GSA SF 330-Part I and Part II but the software must provide the required information in the same table format as the CT 330 Part I and Part II and the federal GSA SF330 Part I and Part II PDF version. Additional information, photos, continuation sheets, and etc.) may be inserted in the proper locations but do not insert additional information that will distort the continuity of the table format. Use nine (9) point Ariel, Univers, Helvetica, or a similar sans serif font type when completing CT330 Part I and Part II. No other CT330 or GSA SF330 format types except as described above shall be acceptable. All information specifically required by the CT330 Part I and Part II version that is not required in the federal GSA SF330 Part I and Part II PDF version (example: Part I, Section H must be inserted in the proper location).

**Part I:** Division 7 - CT330 Part I contains the qualification requirements of a Firm for this specific contract. [CT330 Part I 126](#)

**Part II:** Division 8 - CT330 Part II contains the general qualifications of Firm. [CT330 Part II 127](#)  
CT330 Part II has two uses:

1. A Firm must submit Part II to CT DPW to be kept on file.
2. Prepare a separate Part II for each firm that will be part of the team proposed for a specific contract and submitted with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.

## Definitions

<b>Architecture / Engineer Services:</b>	Defined in the CT DPW Selection and Bidding Procedure Manual.
<b>Branch Office:</b>	Means geographically distinct place of business or subsidiary office of a firm that has a key role on the team.
<b>Discipline:</b>	Means primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.
<b>Firm:</b>	Defined in the CT DPW Selection and Bidding Procedure Manual.
<b>Key Personnel:</b>	Means individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

**Note:** The **CT330 Part I** and **CT330 Part II**  
are available at the CT DPW website:  
[www.ct.gov/dpw/site/default.asp](http://www.ct.gov/dpw/site/default.asp).

1. Click on Forms.
2. Click on **CT330 Part I 126**.
3. Click on **CT330 Part II 127**.

***End of General Instructions for CT330 Part I and Part II.***





# QBS Submittal Booklet Requirements

Check	Division 7 - CT330 Part I - Instructions	
	<b>Part I: Contract Specific Qualifications Instructions</b>	Table of Contents
<input type="checkbox"/>	Insert one (1) completed <b>CT330 Part I</b> - in each QBS Submittal Booklet.	
	<b>Section A: Contract Information</b>	Letter of Interest
<input type="checkbox"/>	<b>1. Advertisement Date:</b> [Insert the Public Notice Date (CT DPW Web Advertisement date) for this Contract]	
<input type="checkbox"/>	<b>2. Contract Number:</b> [Enter CT DPW Contract Number and/or project number, if applicable, exactly as shown in the <b>CT DPW Web Advertisement</b> for this contract]	
<input type="checkbox"/>	<b>3. Title and Location:</b> [Enter the title and location of the project for which this form is being contract]	QBS Email Registration
	<b>Section B: Architect-Engineer Point of Contact</b>	
<input type="checkbox"/>	Provide information for a representative of the prime firm or joint venture that CT DPW can contact for additional information.	
<input type="checkbox"/>	<b>4. Name and Title:</b> [Enter the name and title of prime firm's representative.]	Credentials & Insurance
<input type="checkbox"/>	<b>5. Name of Firm:</b> [Enter the name of prime firm.]	
<input type="checkbox"/>	<b>6. Phone Number:</b> [Enter the phone number title of prime firm's representative.]	
<input type="checkbox"/>	<b>7. Fax Number:</b> [Enter the fax (facsimile) number of prime firm's representative.]	Affidavits
<input type="checkbox"/>	<b>8. Email Address:</b> [Enter the Email (electronic) address of prime firm's representative.]	
	<b>Section C: Proposed Team</b>	
	Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the prime firm or joint venture partners first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. Identify all sub-consultants and outside associates that shall provide services to the prime firm for this contract. Attach Section C additional sheets, as necessary.  <b>Note 1:</b> Any sub-consultants and outside associates or consultants required by the prime Firm in connection with the services covered by the contract will be limited to individuals or firms that were specifically identified in the original submission brochure. The prime Firm shall obtain the CT DPW Project Manager's written consent before making any substitution for these sub-consultants, and outside associates. Additions to short listed Teams may be acceptable.	Code Expertise & Site Proximity
<input type="checkbox"/>	<b>9. Firm Name:</b> [Insert the name of applicable Firm.]	
<input type="checkbox"/>	<b>9a. Prime Firm (P/F):</b> Check ("PF") box if information is for Prime Firm.	
<input type="checkbox"/>	<b>9a. Joint Venture Partner (J/V) Type:</b> Check the "JV" box if information is for Joint Venture Partner.	CT330 Part I
<input type="checkbox"/>	<b>9a. Sub-Consultant (SC):</b> Check "SC" box if information is for a sub-consultant.	
<input type="checkbox"/>	<b>9a. Branch Office (B/O):</b> Check "PO" box if branch office of named Firm.	
<input type="checkbox"/>	<b>10. Firm Address:</b> [Insert the address of applicable Firm.]	CT330 Part II
<input type="checkbox"/>	<b>11. Role in this Contract:</b> [Name the services provided for this contract.]	



# QBS Submittal Booklet Requirements

Check	Division 7 –CT330 Part I - Instructions (continued)
<b>Section D: Organizational Chart of Proposed Team</b>	
<input type="checkbox"/>	At this location in the QBS Submittal Booklet insert an attachment after Section C, and present an organizational chart of the proposed team showing the names and roles of all key personnel listed in Section E and the firm they are associated with as listed in Section C.
<b>Section E: Resumes for Key Personnel Proposed for the Contract</b>	
	Complete this section for each key person who will participate in this contract. Group by firm, with personnel of the prime contractor or joint venture partner firms first. The following blocks must be completed for each resume:
<input type="checkbox"/>	<b>12. Name:</b> [Self Explanatory.]
<input type="checkbox"/>	<b>13. Contract Role:</b> [Briefly describe this person's role in this Contract.]
	<b>14. Years of Experience:</b>
<input type="checkbox"/>	<b>14a. Total:</b> [Total <u>years</u> of relevant experience.]
<input type="checkbox"/>	<b>14b. With Current Firm:</b> [Total years employed by current firm.]
<input type="checkbox"/>	<b>15. Firm Name and Location:</b> [Name, city and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section C.]
<input type="checkbox"/>	<b>16. Education:</b> [Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.]
<input type="checkbox"/>	<b>17. Professional Registration:</b> [Provide information on current relevant professional registration(s) in a State or possession of the United States, Puerto Rico or the District of Columbia according to applicable licensing laws.]
<input type="checkbox"/>	<b>18. Other Professional Qualifications:</b> [Provide information on any other professional qualifications, relating to this contract, such as education, professional registration, publications, organizational memberships certifications, training, awards, and foreign language capabilities.]
	<b>19. Relevant Projects:</b> Provide information on up to <b>five (5) (do not submit more than 5)</b> projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section F for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F. Use the check box provided to indicate if the project was performed with any office of the current firm. If any of the professional services or construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description and Specific Role (block (3)).
<input type="checkbox"/>	<b>19a. (1) Title and Location:</b> [Insert relevant project title and location (City and State).]
<input type="checkbox"/>	<b>19a. (2) Year Completed:</b> [Insert year relevant project completed for Professional Services and Construction (if applicable).]
<input type="checkbox"/>	<b>19a. (3) Brief Description:</b> [Insert brief description of relevant project (scope, size, cost, etc.).]
<b>Section F: Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract</b>	
	Select <b>Ten (10) projects (do not submit more than 10)</b> where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that this contract. Complete one Section F for each project. Insert ten (10) projects, (limit one required for project per page). Complete the following blocks for each project:



# QBS Submittal Booklet Requirements

## Check Division 7 –CT330 Part I - Instructions (continued)

### Section F: Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract (continued)

- ☐ 20. **Project Key Number:** [Start with "1" for the first project and number consecutively.]
- ☐ 21. **Title and Location:** [Insert project title and location (City and State).]
- ☐ 22. **Professional Services / Year Completed:** [Enter the year completed, see note below]
- ☐ 23. **Construction Services / Year Completed:**  
Enter the year completed, see note below.  
*Note: Enter the year completed of the professional services (block 22), (such as planning, engineering study, design, or, surveying), and/or the year completed of construction (block 23), if applicable. If any of the professional services or the construction projects are not complete, leave Year completed blank and indicate the status in "Project and Relevance" (block 24).*
- ☐ 23a. **Project Owner:**  
[Project owner or user, such as a government agency or installation, an institution, a corporation or private individual.]
- ☐ 23b. **Point of Contact Name:**  
[Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.]
- ☐ 23c. **Point of Contact Telephone Number:**  
[Self Explanatory.]
- ☐ 24. **Brief Description of Project and Relevance to This Contract:**  
[Insert a brief description of project relevance to this contract, scope, size, cost, and special features of the project. Discuss the relevance of the example project to this contract.]
- ☐ 25. **Firms From Section C Involved With This Project:**  
[Indicate which firms (or branch offices, if appropriate) on the project team were involved in the relevant project and their roles.]

### Section G: Key Personnel Participation in Example Projects

This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F. Complete the following blocks (see example below).

#### Example: Entries for Section G (Matrix)

26. Names Of Key Personnel (From Section E, Block 12)	27. Role In This Contract (From Section E, Block 13)	27. Examples Listed In Section F (Fill in "Example Projects Key" section below completing before table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Maximilian Kontrolle	Chief Architect	X		X				X			X
Gus Eiffel	Structural Engineer	X	X	X	X						
Sandy Terra	Civil Engineer			X			X				

- ☐ 26. **Name of Key Personnel:**  
[List the names of the key personnel proposed in this contract in the same order as they appear in Section E.]
- ☐ 27. **Role In Contract:**  
[List the proposed roles of the key personnel in this contract in the same order as they appear in Section E.]
- ☐ 28. **Examples of Projects Listed in Section F:**  
In the column under each project key number (see block 29) and for each key person, place an "X" under the project key number for participation in the same or similar role.



# QBS Submittal Booklet Requirements

Check

## Division 7 – CT330 Part I - Instructions (continued)

### Section G: Key Personnel Participation in Example Projects (continued)

☐

#### 29. Example Projects Key:

List the key numbers and titles of the example projects in the same order as they appear in Section F. In the column under each project key number (see block 29) and for each key person, place an "X" under the project key number for participation in the same or similar role.

Example: 29. Projects Key			
No.	Title of Example Project (From Section F)	No.	Title of Example Project (From Section F)
1	S. King Mental Health Center, Bangor, ME	6	R. Baron Museum, Newport, RI
2	H. Clinton Federal Building, NY, NY	7	R. Sox World Headquarters, Boston, MA

### Section H: Additional Information

**Important Note: Section H is mandatory and must be completed in its entirety and be inserted at this location in all QBS Submittal Booklets.**

☐

#### 30. CT DPW Work - Previous 5 years:

Provide the following information on all CT DPW work for the previous five (5) years. Complete block 30 and state "Not Applicable" if your firm has not completed any DPW projects in the past five (5) years.

☐

##### 30a. CT DPW Project Number:

[Self Explanatory.]

☐

##### 30b. Title and Location:

[Insert project title and location (City and State).]

☐

##### 30c. Project Status:

[Insert current Phase. (Schematic Design, Design Development, Construction Documents, Bid, or Construction Phase.)]

☐

##### 30d. Construction Cost:

[Contract construction Cost.]

### Section H: Additional Information

☐

#### 31. Probity Questions:

Please answer all of the following questions:

**Note:** (Use in Item 33 "Remarks and/or additional attachment(s), when further explanation is required.)

☐

##### 31.a Has the firm ever failed to complete any project in the previous 10 years?

(If yes, identify the project, the party with whom your firm contracted for the work and reasons why the project was not completed in Item 33 "Remarks".)

☐

##### 31.b Has the firm had any projects involved in any construction claims or E&O claims in the previous ten (10) years?

(If yes, explain the nature and current status of each action in Item 33 "Remarks".)

☐

##### 31.c Has the firm been assessed damages or penalties for any project in the previous ten (10) years?

(If yes, identify the project, the amount and type of damages and reasons for the assessment in Item 33 "Remarks".)

☐

##### 31.d Has the firm or any officers, principals or partners that have been indicted or convicted in any jurisdiction for a felony?

☐

##### 31.e Has the firm had any applications for minority certification rejected or revoked in the previous five (5) years?



# QBS Submittal Booklet Requirements

Check	Division 7 – CT330 Part I - Instructions (continued)
<b>Section H: Additional Information (continued)</b>	
<input type="checkbox"/>	<b>32. Ten Most Recent Contracts:</b> Provide a chronological list (descending order) of the ten most recent contracts completed by your organization in the Northeast with the following Information shown in the example:
<input type="checkbox"/>	<b>32.a. Project Name/Location (City, State):</b> [Self Explanatory.]
<input type="checkbox"/>	<b>32.b. Contract Substantial Completion Date:</b> [Provide substantial completion date as specified in the original construction contract.]
<input type="checkbox"/>	<b>32c. Actual Completion Date</b> [Self Explanatory.]
<input type="checkbox"/>	<b>32d. Bid Construction Cost</b> [Provide the construction cost as specified in the original construction contract.]
<input type="checkbox"/>	<b>32d. Final Total Construction Cost:</b> [Self Explanatory.]
<input type="checkbox"/>	<b>33. Remarks:</b> [Self Explanatory.]
<b>Section I: Authorized Representative</b>	
	An authorized representative of the prime Firm or of a joint venture must sign and date the completed form. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project. Joint ventures selected for negotiations must make available a statement of participation by a principal of each member of the joint venture.
<input type="checkbox"/>	<b>34. Signature of Authorized Representative:</b> [Self Explanatory.]
<input type="checkbox"/>	<b>35. Date Signed:</b> [Self Explanatory.]
<input type="checkbox"/>	<b>36. Name and Title of Signer:</b> [Self Explanatory.]
<input type="checkbox"/>	<b>37.</b> Insert one (1) copy of this instruction pages, for this Division 7, with the boxes in the left hand column checked for verification of the contents.
<b>End of Instructions for Division 7 – CT330 Part I</b>	



# QBS Submittal Booklet Requirements

Check	Division 8 – CT330 Part II - Instructions	
<input type="checkbox"/>	Prepare a separate Part II for each firm that will be part of the team proposed for a specific contract and submitted with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team. Insert one (1) completed <b>CT330 Part II</b> in each QBS Submittal Booklet. <a href="#">CT330 Part II 127</a>	Table of Contents
<b>Part II: General Qualifications Instructions</b>		
<input type="checkbox"/>	<b>1. Advertisement Date</b> [Insert the CT DPW Web Advertisement date for this Contract.]	Letter of Interest
<input type="checkbox"/>	<b>2. Contract Number:</b> [Enter DPW Contract Number and/or project number, if applicable, exactly as shown in the CT DPW Web Advertisement for this contract.]	QBS Email Registration
<input type="checkbox"/>	<b>3. Firm Name:</b> [Self Explanatory.]	
<input type="checkbox"/>	<b>3a. Firm Street:</b> [Self Explanatory.]	
<input type="checkbox"/>	<b>3b. Firm City:</b> [Self Explanatory.]	
<input type="checkbox"/>	<b>3c. Firm State:</b> [Self Explanatory.]	
<input type="checkbox"/>	<b>3d. Zip Code:</b> [Self Explanatory.]	
<input type="checkbox"/>	<b>4. Point of Contact:</b>	Credentials & Insurance
<input type="checkbox"/>	<b>4a. Point of Contact Name and Title:</b> [Provide name/title of a firm representative that DPW can contact for additional information the representative must be empowered to speak on contractual and policy matters.]	
<input type="checkbox"/>	<b>4b. Point of Contact Phone Number:</b> [Self Explanatory.]	Affidavits
<input type="checkbox"/>	<b>4c. Point of Contact Email Address:</b> [Self Explanatory.]	
<input type="checkbox"/>	<b>5. Ownership:</b>	Code Expertise & Site Proximity
<input type="checkbox"/>	<b>5a. Ownership – Type:</b> [Enter the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, etc.).]	
<input type="checkbox"/>	<b>5b. Small Contractor and/or Minority Business Status:</b> [One (1) completed certification of for all “Small Contractor and/or “Minority Business Enterprise” eligibility for “Set-Aside” contracts in accordance with CGS § 32-9e. Certification can be obtained through the CT Department of Administrative Services.]	CT330 Part I
<input type="checkbox"/>	<b>6. Name of Firm:</b> [Enter the name of the firm if Part II is prepared for a branch office.]	
<input type="checkbox"/>	<b>7. Former Firm Names:</b> [Indicate any other previous names for the firm (or branch office) during the last five years. Insert the year that this corporate name change was effective.]	
<input type="checkbox"/>	<b>7.a Years Established:</b> [Enter the year the firm (or branch office, if appropriate) was established under the current]	CT330 Part II



# QBS Submittal Booklet Requirements

Check	Division 8 – CT330 Part II - Instructions (Continued)
	<b>Part II: General Qualifications Instructions(Continued)</b>
<input type="checkbox"/>	<b>8. Employees by Discipline:</b> Use the relevant disciplines and associated function codes shown at the end of these instructions and list in the same numerical order. After the listed disciplines, write in any the additional disciplines and leave function code blank. List no more than 20 disciplines. Group remaining employees under "Other Employees" in column b. Each person can be counted only once according to his/her primary function. If Part II is prepared for a firm (including all branch offices), enter the number of employees by disciplines in column c (1). If Part II is prepared for a branch office, enter the number of employees by discipline in column c (2) and for the firm in column c (1).
<input type="checkbox"/>	<b>8a. Function Code:</b> [See List of Employees by Discipline (Function Codes) at the end of <b>CT330 Part II</b> ]
<input type="checkbox"/>	<b>8b. Discipline:</b> [See List of Employees by Discipline at the end of <b>CT330 Part II</b> ]
<input type="checkbox"/>	<b>8c. No. of Employees:</b> [Self Explanatory].
<input type="checkbox"/>	<b>8d. No. of Branch Employees:</b> [Self Explanatory.]
	<b>9. Profile of Firm's Experience and Annual Average Revenue for Last 5 Years:</b> [Complete this block for the firm or branch office for which this Part II is prepared. A particular project may be identified with one experience category or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.]
<input type="checkbox"/>	<b>9a. Profile Code:</b> [See List of Experience Categories (Profile Code) at the end of <b>CT330 Part II</b> ]
<input type="checkbox"/>	<b>9b. Experience:</b> [Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories shown at the end of <b>CT330 Part II</b> , and list in the same numerical order. After the listed experience categories, write in any unlisted relevant project experience categories and leave the profile codes blank.]
<input type="checkbox"/>	<b>9c. Revenue Index:</b> [For each type of experience, enter the appropriate revenue index number to reflect the professional services revenues received annually (averaged over the last 5 years) by the firm or branch office for performing that type of work. See Professional Services Revenue Index Number at the end of <b>CT330 Part II</b> ].
	<b>10. Annual Average Professional Services Revenues of Firm for Last 3 Years:</b> [Annual Average Professional Services Revenues of Firm for Last 3 Years. Complete this block for the Prime Firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the professional services revenues received annually (averaged over the last 3 years) by the firm or branch office. Indicate State of CT Work, State of CT Local Municipality Work, Federal Work, and Private Sector Work (performed either as the prime firm or subconsultant), and the total.] <b>Note:</b> If the firm has been in existence for less than 3 years, then indicate the total receipts for the period that the Firm has been in business, divided by the number of weeks including fractions of a week that it has been in business, and multiplied by 52.
<input type="checkbox"/>	<b>10a State of CT Work:</b> [Self Explanatory.]
<input type="checkbox"/>	<b>10b. State of CT Local Municipality Work:</b> [Self Explanatory.]



## QBS Submittal Booklet Requirements

Check	Division 8 – CT330 Part II - Instructions (Continued)
	<b>Part II: General Qualifications Instructions (Continued)</b>
<input type="checkbox"/>	<b>10c. Federal Work</b> [Self Explanatory]
<input type="checkbox"/>	<b>10d. Private Sector Work</b> [Self Explanatory]
<input type="checkbox"/>	<b>10e. Total Work</b> [Self Explanatory]
	<b>11. Authorized Representative:</b> [An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.]
<input type="checkbox"/>	<b>11a. Signature of Authorized Representative:</b> [Self Explanatory]
<input type="checkbox"/>	<b>11b. Date Signed:</b> [Self Explanatory.]
<input type="checkbox"/>	<b>11c. Name and Title of Signer:</b> [Self Explanatory]
<input type="checkbox"/>	<b>12. List of Disciplines (Function Codes)</b> [Insert a copy of the Function Codes.]
<input type="checkbox"/>	<b>13. List of Experience Categories (Profile Codes)</b> [Insert a copy of the Profile Codes.]
<input type="checkbox"/>	<b>14.</b> Insert one (1) copy of the instruction pages, for this Division 8, with the boxes in the left hand column checked for verification of the contents.
	<b><i>End of Instructions for Division 8 – CT330 Part II.</i></b>

***End of QBS Submittal Booklet Requirements***





State of Connecticut  
Department of Public Works  
Bureau of Design & Construction

# RFQ Legal Notice

**ADV. No.:** Insert Contract Number *(Must be inserted so all pages will have the contract number.)*

**State of Connecticut  
Department of Public Works  
165 Capitol Avenue, Hartford, CT 06106**

## REQUEST FOR QUALIFICATIONS (RFQ) – LEGAL NOTICE

**Selection Type:**

☐ On-Call

☐ Formal

**ADV. NO.:** see instructions

**PUBLIC NOTICE DATE:**

see instructions

**General Statement:**

In accordance with statutory requirements, the State of Connecticut, Department of Public Works is publishing this Legal Notice for the following Request for Qualifications (RFQ).

**State Contracting Portal:**

Go to [www.das.state.ct.us/busopp.asp](http://www.das.state.ct.us/busopp.asp) to link to the DAS State Contracting Portal.

**DPW Contract Number:**

see instructions

**Consultant Services:**

see instructions

**Project Title:**

see instructions

**Project Location(s):**

see instructions

**Web Advertisements:**

For details on the requirements of this contract:

1. Go to the DPW Website: [www.ct.gov/dpw](http://www.ct.gov/dpw).
2. Under **LEGAL NOTICES** title, click on the [Architecture / Engineering](#) link.
3. Under **Design Open Requests for Qualifications (RFQ)** title, click on DPW Contract Number for this contract.

**Qualification Submittal  
Deadline and Location:**

Deadline for the receipt of the QBS Submittal Booklets is:  
**3 p.m., day of week, day, 200year.**

State Office Building  
Department of Public Works  
Room 261  
165 Capitol Avenue  
Hartford, Connecticut 06106

**Note:**

Failure to the submit properly formatted QBS Submittal Booklets with all of the required contents including the affidavits and Certificate of Authority, by the designated deadline and location will result in the Firm's submittal being deemed deficient for consideration for this Contract.

**Affidavit Submittals:**

The RFQ Legal Notice and RFQ Web Advertisement shall alert all potential consultants or design/builders to the affidavit submittal requirements, and will provide web links to the required forms posted on the DPW web site.

More information concerning affidavits can be found by going directly to the DPW web page at [www.ct.gov/dpw](http://www.ct.gov/dpw) and clicking on the Affidavits link and then selecting the Introduction link and General Advice for Filling Out Affidavits and Resolutions/Certificates of Authority link. No forms, other than those posted on the DPW web page, shall be used by a consultant or design/builder.

**Questions concerning the affidavits can be directed to the DPW Legal Services Division at 860-713-5680.**



## RFQ Legal Notice

**ADV. No.:** Insert Contract Number *(Must be inserted so all pages will have the contract number.)*

<b>RFQ Contacts:</b>	<i>For General QBS Requirements:</i> <b>DPW QBS Unit</b> Thomas Lowell Room 261 165, Capitol Avenue Hartford, Connecticut 06106 Fax: 860 713-7272 Email: <a href="mailto:thomas.lowell@po.state.ct.us">thomas.lowell@po.state.ct.us</a>	<b>OR</b>	<i>For this QBS Contract:</i> <b>DPW Project Manager</b> see instructions see instructions 165 Capitol Avenue Hartford, Connecticut 06106 Fax: see instructions Email: <b>see instructions</b>
	<b>Note:</b> Responses to requests for more specific contract information than is contained in this Legal Notice shall be limited information that is available to all Firms and that is necessary to complete this QBS process.  <b>All requests for more specific contract information must be sent in <u>writing</u> (email acceptable).</b>		



State of Connecticut  
Department of Public Works  
Bureau of Design & Construction

## RFQ Legal Notice

**ADV. No.:** \_\_\_\_\_ Insert Contract Number *(Must be inserted so all pages will have the contract number.)*

### Approvals:

(PM Name)	(PM Signature)	(Date)
(SPM Name)	(SPM Signature)	(Date)
<b>Bruce Bockstael</b> (Administrator of Client Teams)	(Signature)	(Date)



State of Connecticut  
Department of Public Works  
Bureau of Design & Construction

# RFQ Legal Notice Instructions

ADV. NO.: *Insert DPW Contract Number*

State of Connecticut  
Department of Public Works  
165 Capitol Avenue, Hartford, CT 06106

## REQUEST FOR QUALIFICATIONS (RFQ) – LEGAL NOTICE

Selection Type: ☐ On-Call ☐ Formal

ADV. NO.: *Insert DPW Contract Number* PUBLIC NOTICE DATE: *Process Unit Will Add Date*

**General Statement:** In accordance with statutory requirements, the State of Connecticut, Department of Public Works is publishing this Legal Notice for the following Request for Qualifications (RFQ).

**State Contracting Portal:** Go to [www.das.state.ct.us/busopp.asp](http://www.das.state.ct.us/busopp.asp) to link to the DAS State Contracting Portal.

**DPW Contract Number:** *Insert Contract Number (Not Project Number)*

**Consultant Services:** *Insert consultant services required for this contract such as "Architect and Consultant Design Team" or "Engineer and Consultant Design Team" or, "Construction Administrator for design and construction", etc. – this should read the same as the "RFQ WEB Advertisement" form*

**Project Title:** *Insert Concise Name of the Project*

**Project Location(s):** *Insert Name of Facility, Building, Campus*  
*Insert Street Address*  
*Insert Town or City* *Insert other address(s) if applicable (this should read the same as the RFQ Web Advertisement form)*

**Web Advertisements:** For details on the requirements of this contract:  
1. Go to the DPW Website: [www.ct.gov/dpw](http://www.ct.gov/dpw).  
2. Under **LEGAL NOTICES** title, click on the [Architecture / Engineering](#) link.  
3. Under **Design Open Requests for Qualifications (RFQ)** title, click on the DPW Contract Number for this contract.

**Qualification Submittal Deadline and Location:** Deadline for the receipt of the QBS Submittal Booklets is:  
**3 p.m., day of week, day, 200year.**  
  
*Above Deadline to be inserted by the QBS Unit.*  
  
State Office Building  
Department of Public Works  
Room 261  
165 Capitol Avenue  
Hartford, Connecticut 06106  
  
**Note:**  
Failure to the submit properly formatted QBS Submittal Booklets with all of the required contents including the affidavits and Certificate of Authority, by the designated deadline and location will result in the Firm's submittal being deemed deficient for consideration on this Contract.



## RFQ Legal Notice Instructions

ADV. NO.: *Insert DPW Contract Number*

<b>Affidavit Submittals:</b>	<p>The RFQ Legal Notice and RFQ Web Advertisement shall alert all potential consultants or design/builders to the affidavit submittal requirements, and will provide web links to the required forms posted on the DPW web site.</p> <p>More information concerning affidavits can be found by going directly to the DPW web page at <a href="http://www.ct.gov/dpw">www.ct.gov/dpw</a> and clicking on the Affidavits link and then selecting the Introduction link and General Advice for Filling Out Affidavits and Resolutions/Certificates of Authority link. No forms, other than those posted on the DPW web page, shall be used by a consultant or design/builder.</p> <p><b>Questions concerning the affidavits can be directed to the DPW Legal Services Division at 860-713-5680.</b></p>																									
<b>RFQ Contacts:</b>	<table border="0"><tr><td><i>For General QBS Requirements:</i></td><td><b>OR</b></td><td><i>For this QBS Contract:</i></td></tr><tr><td><b>DPW QBS Unit</b></td><td></td><td><b>DPW Project Manager</b></td></tr><tr><td>Thomas Lowell</td><td></td><td><i>Insert Project Manager's Name</i></td></tr><tr><td>Room 261</td><td></td><td><i>Insert Room Number</i></td></tr><tr><td>165, Capitol Avenue</td><td></td><td>165 Capitol Avenue</td></tr><tr><td>Hartford, Connecticut 06106</td><td></td><td>Hartford, Connecticut 06106</td></tr><tr><td>Fax: 860 713-7272</td><td></td><td>Fax: <i>Insert Fax Number</i></td></tr><tr><td>Email: <a href="mailto:thomas.lowell@po.state.ct.us">thomas.lowell@po.state.ct.us</a></td><td></td><td>Email: <i>Insert Email Address</i></td></tr></table> <p><b>Note:</b> Responses to requests for more specific contract information than is contained in this Advertisement shall be limited information that is available to all Firms and that is necessary to complete this QBS process.</p> <p><b>All requests for more specific contract information must be sent in <u>writing</u> (email acceptable).</b></p>		<i>For General QBS Requirements:</i>	<b>OR</b>	<i>For this QBS Contract:</i>	<b>DPW QBS Unit</b>		<b>DPW Project Manager</b>	Thomas Lowell		<i>Insert Project Manager's Name</i>	Room 261		<i>Insert Room Number</i>	165, Capitol Avenue		165 Capitol Avenue	Hartford, Connecticut 06106		Hartford, Connecticut 06106	Fax: 860 713-7272		Fax: <i>Insert Fax Number</i>	Email: <a href="mailto:thomas.lowell@po.state.ct.us">thomas.lowell@po.state.ct.us</a>		Email: <i>Insert Email Address</i>
<i>For General QBS Requirements:</i>	<b>OR</b>	<i>For this QBS Contract:</i>																								
<b>DPW QBS Unit</b>		<b>DPW Project Manager</b>																								
Thomas Lowell		<i>Insert Project Manager's Name</i>																								
Room 261		<i>Insert Room Number</i>																								
165, Capitol Avenue		165 Capitol Avenue																								
Hartford, Connecticut 06106		Hartford, Connecticut 06106																								
Fax: 860 713-7272		Fax: <i>Insert Fax Number</i>																								
Email: <a href="mailto:thomas.lowell@po.state.ct.us">thomas.lowell@po.state.ct.us</a>		Email: <i>Insert Email Address</i>																								



State of Connecticut  
Department of Public Works  
Bureau of Design & Construction

## RFQ Legal Notice Instructions

ADV. NO.: *Insert DPW Contract Number*

### Approvals:

(PM Name)	(PM Signature)	(Date)
(SPM Name) <b>Bruce Bockstael</b>	(SPM Signature)	(Date)
(Administrator of Client Teams)	(Signature)	(Date)

# RFQ Transmittal To Commissioner

**To:** James T. Fleming, DPW Commissioner  
**Through:** David J. O'Hearn, DPW Deputy Commissioner  
**From:** Tom Lowell, Architect – QBS Unit  
**Date:** Insert Date  
**Subject:** Authorization Request: RFQ Legal Notice and RFQ Advertisement

**Selection Type:** ☐ On Call Selection ☐ Formal Selection

## 1. Contract Numbers:

Each Contract, listed below, shall have a separate, individual RFQ Legal Notice and RFQ Advertisement.

Insert Contract Number	Insert project title
Insert Contract Number	Insert project title
Insert Contract Number	Insert project title
Insert Contract Number	Insert project title
Insert Contract Number	Insert project title
Insert Contract Number	Insert project title
Insert Contract Number	Insert project title
Insert Contract Number	Insert project title

## 2. Publication Posting and Submissions Due Dates:

Each Contract, listed above, shall have the same Publication Posting Due Date and Submissions Due Date:

**Publication Posting Due Date:** Wednesday, Insert Date

**Submissions Due Date:** Wednesday, Insert Date

In accordance with the Governor's Executive Order No. 3 (12-15-04), the **RFQ Web Advertisement** shall be posted on the Connecticut Department of Administrative Services (CT DAS) "State Contracting Portal" website. The CT DAS website shall act as the single electronic portal for purposes of posting all contracting opportunities with state agencies in the executive branch and all higher education agencies and institutions. The **RFQ Web Advertisement** also shall be posted on the CT DPW Website and shall be sent to various trade and professional associations, which may post it on their respective web sites. The **RFQ Web Advertisement** shall contain more detailed project information than the **RFQ Legal Notice** and shall provide interested parties with a link to the legal submittal requirements and instructions to obtain the requisite forms, including the affidavit forms.

## 3. CT DPW Commissioner Approval of RFQ Legal Notices and RFQ Web Advertisements:

\_\_\_\_\_  
(James T. Fleming - Commissioner Department of Public Works)

\_\_\_\_\_  
Date

### Attachments: (Each Contract)

- ☒ RFQ Legal Notice- for Commissioners signature
- ☒ RFQ Web Advertisement (To Be Posted on State Websites)

**cc:** DPW Chief Engineer – A. Herring  
DPW Chief Architect - B. T. Bockstael, FAIA  
DPW Director of Client Teams – S. Jellison  
DPW SPM(s) - (SPM name)

Agency Contact(s) - (Agency contact name)  
QBS Unit  
File: (contract numbers as noted above) , green G-2



# RFQ Transmittal To Procurement

**To:** David Busanet, Procurement Unit  
**Through:** Pam Wright, Core CT Liaison (email only)  
**From:** Tom Lowell, Architect – QBS Unit  
**Date:** (insert date)  
**Subject:** Authorization Request: Advertisement of Legal Notice Publication(s)

**Selection Type:** ☐ On Call Selection ☐ Formal Selection

## Contract Numbers:

Each Contract, listed below, shall have a separate, individual RFQ Legal Notice and RFQ Advertisement:

Insert Contract Number	Insert Project Title
Insert Contract Number	Insert Project Title
Insert Contract Number	Insert Project Title
Insert Contract Number	Insert Project Title
Insert Contract Number	Insert Project Title
Insert Contract Number	Insert Project Title
Insert Contract Number	Insert Project Title
Insert Contract Number	Insert Project Title

## Publication Posting and Submissions Due Dates:

Each Contract, listed above, shall have the same Publication Posting Due date and Submissions Due Date:

<b>Publication Posting Due Date:</b>	Wednesday, Insert Date
<b>Submissions Due Date:</b>	Wednesday, Insert Date

In accordance with the Governor's Executive Order No. 3 (12-15-04), the **RFQ Web Advertisement** shall be posted on the Connecticut Department of Administrative Services (CT DAS) "State Contracting Portal" website. The CT DAS website shall act as the single electronic portal for purposes of posting all contracting opportunities with state agencies in the executive branch and all higher education agencies and institutions. The **RFQ Web Advertisement** also shall be posted on the CT DPW web site and shall be sent to various trade and professional associations, which may post it on their respective web sites. The **RFQ Web Advertisement** shall contain more detailed project information than the **RFQ Legal Notice** and shall provide interested parties with a link to the legal submittal requirements and instructions to obtain the requisite forms, including the affidavit forms.

**Attachments:** (transmittal with all contracts listed)

☒ RFQ Transmittal to Commissioner (hard copy- with Commissioners signature)

## Email notification:

<b>Date:</b>	<input checked="" type="checkbox"/> RFQ Legal Notice to David Busanet	<a href="mailto:david.busanet@po.state.ct.us">david.busanet@po.state.ct.us</a>
<b>Date:</b>	<input checked="" type="checkbox"/> RFQ Legal Notice to Pam Wright (Core CT)	<a href="mailto:pam.wright@po.state.ct.us">pam.wright@po.state.ct.us</a>

**cc:**

File: (contract numbers as stated above), green G-2





## RFQ Transmittal To QBS Unit

<b>Selection Type:</b>	<input type="checkbox"/> Formal <input type="checkbox"/> On-call
<b>Date:</b>	Insert date
<b>To:</b>	<input type="checkbox"/> <b>Tom Lowell, RA – QBS Unit</b>
<b>From:</b>	Insert Name
<b>Contract Number</b>	insert Contract Number
<b>Project Title:</b>	Insert Project Title
<b>Name of Selection:</b>	Insert Name of Selection

1. **Standard Rating Points:** The Screening and/or Selection Interview Criteria Categories have standard rating points as indicated in the tables below.

2. **Approved Adjusted Rating Points:**

2.1 Standard Rating Points: The Screening and/or Interview Criteria Categories have standard rating points (as indicated in the tables below).

2.2 Approved Adjusted Rating Points: The Standard Rating Points are allowed to be adjusted only for if the Contract meets the following conditions:

2.2.1 Contract is for Consultant services of an unusual nature;

2.2.2 Written permission from all of the following: DPW Deputy Commissioner, Chief Architect, Chief Engineer, and Director of Project Management;

2.2.3 The Approved Adjusted Rating Points within the Allowable Point Range (as indicated in the tables below).

Criteria Number	Screening Criteria Categories	Standard Rating Points	Allowable Point Range	Approved Adjusted Rating Points
1	Experience with Work of Similar Size and Scope as Required by this Contract	35	35-45	
2	Organizational / Team Structure	30	25-35	
3	Past Performance Record	20	20 (Not Adjustable)	20 (Not Adjustable)
4	Partnering Experience	15	10-20	
<b>Maximum Points Per Screening Panel Member</b>		<b>100</b>	<b>100</b>	<b>100</b>

Criteria Number	Selection Interview Criteria Categories	Standard Rating Points	Allowable Point Range	Approved Adjusted Rating Points
1	Problem Solving Capabilities	30	25-35	
2	Organizational / Team Structure for this Contract	25	20-30	
3	Past Performance Record	20	20 (Not Adjustable)	20 (Not Adjustable)
4	Approach to the Work Required for this Contract	15	10-20	
5	Contract Oversight Capabilities	10	5-15	
<b>Maximum Points Per Selection Interview Panel Member</b>		<b>100</b>	<b>100</b>	<b>100</b>



## RFQ Transmittal To QBS Unit

3. **Formal Selection Agency Representative Designation:** For Formal Selections the User Agency has designated the following Screening and Interview Panel Members and a maximum of two (2) Agency Observers as indicated in the tables below:

Panel Type	Formal Selection User Agency Representative Information
	<b>Voting Panel Member</b>
Screening Panel Name: Email Address:	
Screening Panel Name: (CSU 2 <sup>nd</sup> CHEFA Person) Email Address:	
	<b>Selection Interview Panel Member</b>
Interview Panel Name: Email Address:	
Interview Panel Name: (CSU 2 <sup>nd</sup> . CHEFA Person) Email Address:	
	<b>Selection Non Voting Observer Panel Member</b>
Interview Panel Name: Email Address:	
Interview Panel Name: Email Address:	

4. **Formal Selections Site Visit Conference:**

<b>YES</b>	<input type="checkbox"/>	<b>Note:</b> If a Site Visit Conference is required for this project then the PM must notify the QBS Unit of the Site Visit date and location prior to notification of the Shortlisted Firms.
<b>NO</b>	<input type="checkbox"/>	

5. **Formal Selection Contract Reference Documents** (studies, master plans, etc): The following Contract Reference Documents will be available for Shortlisted Firms for inspection by appointment with the DPW Project Manager. (or noted documents will be distributed at the site visit).

<b>Formal Selection Contract Referenced Document(s):</b>

**For Formal Selection Approvals:**

_____	_____	_____
(PM Print Name)	(PM Signature)	(Date)
_____	_____	_____
(Print SPM Name)	(SPM Signature)	(Date)

**For On Call Selection Approvals:**

_____	_____	_____
(Chief Architect or Chief Engineer)	(Signature)	(Date)
_____	_____	_____
(Print Chief Architect or Chief Engineer Name)	(Signature)	(Date)



## RFQ Transmittal To QBS Unit

**Attachments:** ☒ RFQ Legal Notice, ☒ RFQ Web Advertisement

1. The PM shall submit approve and completed hard copies the signed hard copy of this form, the RFQ Legal Notice, and the Web Advertisement to the QBS Unit.
2. The PM shall electronically submit this form, the RFQ Legal Notice, and the Web Advertisement to the QBS Unit [thomas.lowell@po.state.ct.us](mailto:thomas.lowell@po.state.ct.us).

**cc:** B. T. Bockstael, FAIA, S. Jellison, SPM - (Name), Agency Contact - (Name), File (project number), G-2



State of Connecticut  
Department of Public Works  
Bureau of Design & Construction

# RFQ WEB Advertisement

ADV. No.: | Insert Contract Number (Must be inserted so all pages will have the contract number.)

State of Connecticut  
Department of Public Works  
165 Capitol Avenue, Hartford, CT 06106

## Request for Qualifications (RFQ) Web Advertisement

Selection Type:

☐ On-Call

☐ Formal

Adv. No.:

See Instructions

Web Advertisement Date:

See Instructions

General Statement:

The State of Connecticut, Department of Public Works, Bureau of Design & Construction, requests submittals of qualifications for "Architectural/Engineering and Professional Consulting Services" as specified for the contract below.

Consultant Services:

See Instructions

Contract Number:

See Instructions

Contract Title:

See Instructions

Project Location(s):

See Instructions

User Agency Name

See Instructions

Project Delivery  
Method:

☐ Design/Bid/Build

☐ Design/Build

☐ Study or Master Plan

Project Description:

See Instructions

Designated Services:

See Instructions

QBS Submittal Booklet  
Requirements:

1. Go to the DPW Website: [www.ct.gov/dpw](http://www.ct.gov/dpw)
2. At the top of the DPW Home Page click on the **Publications** link.
3. Under the **Alphabetical Listings** title click on the **QBS Submittal Booklet Requirements** link.



# RFQ WEB Advertisement

**ADV. No.:** | Insert Contract Number *(Must be inserted so all pages will have the contract number.)*

<b>Affidavits Submittals:</b>	<p>The RFQ Legal Notice and RFQ Web Advertisement shall alert all potential consultants or design/builders to the affidavit submittal requirements, and will provide web links to the required forms posted on the DPW web site.</p> <p>More information concerning affidavits can be found by going directly to the DPW web page at <a href="http://www.ct.gov/dpw">www.ct.gov/dpw</a> and clicking on the Affidavits link and then selecting the Introduction link and General Advice for Filling Out Affidavits and Resolutions/Certificates of Authority link. No forms, other than those posted on the DPW web page, shall be used by a consultant or design/builder.</p> <p><b>Questions concerning the affidavits can be directed to the DPW Legal Services Division at 860-713-5680.</b></p>
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<b>Qualifications Based Selection (QBS):</b>	<p>The Qualification Based Selection process is based on comparing and evaluating weighted criteria of qualifications and performance of Firms in relation to work of similar scope and complexity that is required for this specific contract. Contract award is based first on a selection of the highest qualifications and second on the negotiation of a fair and reasonable fee. For the screening phase of the this selection the following are the rating point weights for the screening criteria categories:</p>		
	<b>Criteria Number</b>	<b>Screening Criteria Categories</b>	<b>Rating Points</b>
	1	Experience with Work of Similar Size and Scope as Required for this Contract	See Instructions
	2	Organizational / Team Structure	See Instructions
	3	Past Performance Record	20
	4	Partnering Experience	See Instructions
	<b>Points per Interview Panel Member Points</b>		<b>100</b>

<b>Qualification Submittal Deadline and Location:</b>	<p>Deadline for the receipt of the QBS Submittal Booklets is: <b>3 p.m., day of week, month, day , 200year.</b></p>
(Process Unit will insert dates)	<p>State Office Building Department of Public Works Room 261 165 Capitol Avenue Hartford, Connecticut 06106</p> <p><b>Note:</b> Failure to the submit properly formatted QBS Submittal Booklets with all of the required contents including the affidavits and Certificate of Authority, by the designated deadline and location will result in the Firm's submittal being deemed deficient for consideration for this Contract.</p>



State of Connecticut  
Department of Public Works  
Bureau of Design & Construction

## RFQ WEB Advertisement

**ADV. No.:** | Insert Contract Number *(Must be inserted so all pages will have the contract number.)*

<b>RFQ Contacts:</b>	<i>For General QBS Requirements:</i>		<i>For this QBS Contract:</i>
	<b>DPW QBS Unit</b>	<b>OR</b>	<b>DPW Project Manager</b>
	Thomas Lowell Room 261 165, Capitol Avenue Hartford, Connecticut 06106 Fax: 860 713-7272 Email: <a href="mailto:thomas.lowell@po.state.ct.us">thomas.lowell@po.state.ct.us</a>		see instructions see instructions 165 Capitol Avenue Hartford, Connecticut 06106 Fax: see instructions Email: <b>see instructions</b>
	<b>Note:</b> Responses to requests for more specific contract information than is contained in this Advertisement shall be limited information that is available to all Firms and that is necessary to complete this QBS process.  <b>All requests for more specific contract information must be sent in <u>writing</u> (email acceptable).</b>		



State of Connecticut  
Department of Public Works  
Bureau of Design & Construction

# RFQ Web Advertisement Instructions

ADV. No.: Insert Contract Number *(Must be inserted so all pages will have the contract number.)*

State of Connecticut  
Department of Public Works  
165 Capitol Avenue, Hartford, CT 06106

## Request for Qualifications (RFQ) Web Advertisement

Selection Type:

☐ On-Call

☐ Formal

*[To activate a check box, double click on the appropriate box above for this contract.]*

Adv. No.:

*Insert Contract Number*

Web Advertisement Date:

*Process Unit shall Insert Date*

General Statement:

The State of Connecticut, Department of Public Works, Bureau of Design & Construction, requests submittals of qualifications for "Architectural/Engineering and Professional Consulting Services" as specified for the project below.

Consultant Services:

*Insert consultant services required for this contract such as "Architect and Consultant Design Team" or "Engineer and Consultant Design Team" or, "Construction Administrator for design and construction", On-Call - \_\_\_\_\_, etc. – this should read the same as the "RFQ Legal Notice" form*

DPW Contract Number:

*Insert Contract Number (Not Project Number)*

Project Title:

*Insert Concise Name and Type of Construction for the Project.  
Examples: Structural Study of Lowe Building, Renovations to Bullard Havens School, Additions to Courthouse, New Construction of Day Care Center, etc.*

Project Location(s):

*Insert Name of Facility, Building, Campus,  
Insert Street Address  
Insert Town or City, Zip Code  
(this should be the same as the Legal Notice)*

*IMPORTANT NOTE: It is important to insert the exact street address for the project as the Consultant must show a map from his Office to the site, and under 60 miles can mean extra points for the firm at the interviews. If there are multiple sites, the additional points will be split by the number of sites.*

User Agency Name

*name of agency*

Project Delivery  
Method:

☐ Design/Bid/Build

☐ Design/Build

☐ Study or Master Plan

*[To activate a check box, double click on the appropriate box above for this contract.]*



State of Connecticut  
Department of Public Works  
Bureau of Design & Construction

# RFQ Web Advertisement Instructions

ADV. No.: Insert Contract Number (Must be inserted so all pages will have the contract number.)

<b>Project Description:</b>	<p>Insert a <b>brief</b> yet <b>concise</b> narrative that includes, but is not limited to the following types of project information:</p> <ul style="list-style-type: none"><li>• required consultant service;</li><li>• objective or proposed use of the facility;</li><li>• physical parameters (number of stories, GSF, NSF, etc.);</li><li>• anticipated construction cost;</li><li>• state the manner in which the program <b>was</b> or <b>will be</b> developed;</li><li>• important descriptive information such as required demolitions, renovations, additions, new construction, green building goals (LEEDS), etc.;</li><li>• any special characteristics or needs of the project such as energy, environmental or historic preservation requirements, etc.;</li><li>• any additional or unique project considerations and/or limitations i.e., user agency groups, schedule milestones, and funding/budgeting, etc.</li></ul>
<b>Designated Services:</b>	<p>Insert a <b>brief</b> yet <b>concise</b> description of designated services, beyond Basic Services, that shall be required for this project, including, but limited to the following types of services- this is an example ( select specific for your project)</p> <ul style="list-style-type: none"><li>• surveys, borings, geotechnical reports, etc.;</li><li>• feasibility studies;</li><li>• programming;</li><li>• interior Design/space planning;</li><li>• kitchen design;</li><li>• etc.</li></ul>
<b>QBS Submittal Booklet Requirements:</b>	<ol style="list-style-type: none"><li>1. Go to the DPW Website: <a href="http://www.ct.gov/dpw">www.ct.gov/dpw</a>.</li><li>2. At the top of the DPW Home Page click on the <b>Publications</b> link.</li><li>3. Under the <b>Alphabetical Listings</b> title click on the <b>QBS Submittal Booklet Requirements</b> link.</li></ol>
<b>Affidavits Submittals</b>	<p>The RFQ Legal Notice and RFQ Web Advertisement shall alert all potential consultants or design/builders to the affidavit submittal requirements, and will provide web links to the required forms posted on the DPW web site.</p> <p>More information concerning affidavits can be found by going directly to the DPW web page at <a href="http://www.ct.gov/dpw">www.ct.gov/dpw</a> and clicking on the Affidavits link and then selecting the Introduction link and General Advice for Filling Out Affidavits and Resolutions/Certificates of Authority link. No forms, other than those posted on the DPW web page, shall be used by a consultant or design/builder.</p> <p><b>Questions concerning the affidavits can be directed to the DPW Legal Services Division at 860-713-5680.</b></p>





State of Connecticut  
Department of Public Works  
Bureau of Design & Construction

# RFQ Web Advertisement Instructions

**ADV. No.:** Insert Contract Number *(Must be inserted so all pages will have the contract number.)*

<b>Qualifications Based Selection (QBS):</b>	The selection process is based on comparing and evaluating weighted criteria of qualifications and performance of Firms in relation to work of similar scope and complexity that is required for this specific contract. Contract award is based first on a selection of the highest qualifications and second on the negotiation of a fair and reasonable fee. For the screening phase of the this selection the following are the rating point weights for the screening criteria categories:		
	<b>Criteria Number</b>	<b>Screening Criteria Categories</b>	<b>Rating Points</b>
	1	Experience with Work of Similar Size and Scope as Required for this Contract	<i>Insert Points</i>
	2	Firm's Organizational / Team Structure	<i>Insert Points</i>
	3	Firm's Past Performance Record	20
	4	Firm's Partnering Experience	<i>Insert Points</i>
	<b>Maximum Rating Points per Interview Panel Member Points</b>		<b>100</b>

<b>Qualification Submittal Deadline and Location:</b>	<p>Deadline for the receipt of QBS Submittal Booklets is: <b>3 p.m., day of week, month, day , 200year.</b></p> <p><i>Above Deadline to be inserted by the QBS Unit.</i></p> <p>State Office Building Department of Public Works Room 261 165 Capitol Avenue Hartford, Connecticut 06106</p> <p><b>Note:</b> Failure to the submit properly formatted QBS Submittal Booklets with all of the required contents including the affidavits and Certificate of Authority, by the designated deadline and location will result in the Firm's submittal being deemed deficient for consideration for this Contract.</p>
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<b>RFQ Contacts:</b>	<p><i>For General QBS Requirements:</i></p> <p><b>DPW QBS Unit</b> Thomas Lowell Room 261 165, Capitol Avenue Hartford, Connecticut 06106 Fax: 860 713-7272 Email: <a href="mailto:thomas.lowell@po.state.ct.us">thomas.lowell@po.state.ct.us</a></p>	<b>OR</b>	<p><i>For this QBS Contract:</i></p> <p><b>DPW Project Manager</b> <i>Insert Project Manager's Name</i> <i>Insert Room Number</i> 165 Capitol Avenue Hartford, Connecticut 06106 Fax: <i>Insert Fax Number</i> Email: <i>Insert Email Address</i></p>
	<p><b>Note:</b> Responses to requests for more specific contract information than is contained in this Advertisement shall be limited information that is available to all Firms and that is necessary to complete this QBS process.</p>		
	<p><b>All requests for more specific contract information must be sent in <u>writing</u> (email acceptable).</b></p>		



State of Connecticut  
Department of Public Works  
Bureau of Design & Construction

# Screening Panel Member Rating Sheet

Screening Date: \_\_\_\_\_ Room #: \_\_\_\_\_ Contract Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Panel Member Name: \_\_\_\_\_

Criteria Number	Screening Criteria Categories (Grade Points per category are indicated on the RFQ Web Advertisement 117 for <u>this</u> project)	Grade Point Values (Panelist Insert Letter Grade Only)			
		A = 100%	B = 80%	C = 60%	F = 0%
1	Experience with Projects of Similar Size and Scope to This Contract	35	28	21	0
2	Organizational / Team Structure For This Contract	30	24	18	0
3	Past Performance Record	20	16	12	0
4	Partnering Experience	15	12	9	0
Percentage Totals		100%	80%	60%	0%

No.	Consultant	Screening Criteria Categories				Comments
		1	2	3	4	
		Grade:	Grade:	Grade:	Grade:	
		Grade:	Grade:	Grade:	Grade:	
		Grade:	Grade:	Grade:	Grade:	
		Grade:	Grade:	Grade:	Grade:	



State of Connecticut  
Department of Public Works  
Bureau of Design & Construction

# Screening Panel Member Rating Sheet

Screening Date: \_\_\_\_\_ Room #: \_\_\_\_\_ Contract Number: \_\_\_\_\_

No.	Consultant	Screening Criteria Categories				Comments
		1	2	3	4	
		Grade:	Grade:	Grade:	Grade:	
		Grade:	Grade:	Grade:	Grade:	
		Grade:	Grade:	Grade:	Grade:	
		Grade:	Grade:	Grade:	Grade:	
		Grade:	Grade:	Grade:	Grade:	
		Grade:	Grade:	Grade:	Grade:	
		Grade:	Grade:	Grade:	Grade:	
		Grade:	Grade:	Grade:	Grade:	



State of Connecticut  
Department of Public Works  
Bureau of Design & Construction

# Screening Panel Member Rating Sheet

Screening Date: \_\_\_\_\_ Room #: \_\_\_\_\_ Contract Number: \_\_\_\_\_

No.	Consultant	Screening Criteria Categories				Comments
		1	2	3	4	
		Grade:	Grade:	Grade:	Grade:	
		Grade:	Grade:	Grade:	Grade:	
		Grade:	Grade:	Grade:	Grade:	
		Grade:	Grade:	Grade:	Grade:	
		Grade:	Grade:	Grade:	Grade:	
		Grade:	Grade:	Grade:	Grade:	

*I certify that I have not communicated information with any Firm prior to the advertisement of the above mentioned Department of Public Works contract and will not communicate information through notification of the final selection that is not available to other Firms. I further certify that my rating of the above mentioned persons, firms, or corporations was not the result of collusion, the giving of a gift, fraud or inappropriate influence from any person.*

Panel Member Signature: \_\_\_\_\_

Date \_\_\_\_\_



# Screening Panel Member Rating Guidelines

## Screening Rating Guidelines: Grade Values for the Four Criteria Categories

1	Experience with Work of Similar Size and Scope as Required for this Contract
A	<b>Highly Responsive:</b> The CT330 indicates experience in contracts of similar scope, complexity and budget. Currency of contracts (more recent = better). The firm's project manager assigned to this has done at least 3-5 contracts similar in scope to this contract and the team assigned has done 2 or 3 contracts similar in scope to this contract. Government sector work experience is a plus.
B	<b>Responsive:</b> Sufficient number of relevant, similar in scope, to this contract, but may not be recent. Or recent, but fewer. May not be same dollars. May correlate but not an exact match to DPW contract.
C	<b>Minimally Responsive:</b> Team and project managers have less relevant experience or experience is dated. Project manager must have completed 2 contracts similar in scope to this contract, and team has completed 1 contract similar in scope to this contract.
F	<b>Unacceptable:</b> Limited or no relevant contract experience by either the project manager (0-2 projects) and/or the team (0).

2	Organizational / Team Structure for This Contract
A	<b>Highly Responsive:</b> The team reflects the diversity of skills required by this contract. There is sufficient staff on the team with required discipline and skill sets aligned with contract needs. Size is not a factor: a small firm may be appropriately staffed to meet contract needs or can show an effort to bring in the appropriate skills. A firm may collaborate with a partner or recruit a specialized consultant to assemble the team necessary to meet the specific contract requirements.
B	<b>Responsive:</b> The firm has assembled a good team, with a little less depth or breadth.
C	<b>Minimally Responsive:</b> The firm presented a canned team with little effort to customize the team to meet contract needs. The skills may be limited, e.g. the team may be lacking a secondary skill or there is too much reliance on one person.
F	<b>Unacceptable:</b> The team skills are inadequate or do not match the contract needs. There is insufficient or no Provision for meeting critical elements of the contract.

3	Past Performance Record
	<b>NOTE:</b> Written A/E evaluations completed by DPW will be shared with panel members, when available.
A	<b>Highly Responsive:</b> The average score on the consultant evaluation is 4.5 - 5. The team has experience with similar contracts with positive track record (on time/within budget), uses a consistent methodology, with few mistakes. Part I of the firm's CT330 indicate a customized approach, high contract comparability, and relevant experience in contracts similar in size and scope that were recently completed. References for similar contracts are positive, with a track record for delivering high quality, on time and within budget. Presents minimal or no risk to client. New firms receive an "A."
B	<b>Responsive:</b> The team may have done good work for DPW, but on a different type of contract. Their submission brochure may not highlight performance, but there is little indication of problems. References may be provided for comparable contracts or for parts of the team.
C	<b>Minimally Responsive:</b> Past performance is inconsistent. Parts of the team may have done well in isolation; others may not have done well. References provide little insight into performance of the firm or team.
F	<b>Unacceptable:</b> Poor past performance coupled with claims history. High risk to client



# Screening Panel Member Rating Guidelines

4	Partnering Experience
A	<b>Highly Responsive:</b> Partners have experience working together. The more similar projects, the better. The partners are cited in the cover letter and roles are clearly defined. The relevant sub-consultant experience is cited on the CT330. The lead firm is readily accessible.
B	<b>Responsive:</b> The team has worked together previously, but the work may not be similar vis-à-vis size and scope. They may have worked on something that is comparable (EX: college lab experience vs. hospital lab experience). Or the work may not be recent.
C	<b>Minimally Responsive:</b> Individual members of the team (such as the prime and one of the sub-consultants) have worked together in the past on similar projects, but the entire team has not worked together or has limited experience working together. Members may have worked on disparate parts of a similar project.
F	<b>Unacceptable:</b> The team has limited or no experience working together is from disparate geographical areas and the decision-maker, or lead firm, is not readily accessible.

**Note 1:** All firms shall receive an "A" for past performance unless there is information in their completed evaluations, the two (2) completed phone references or their initial submittal indicates otherwise, such as:

1. failed to complete a project
2. involved in any litigation in the last ten years
3. failed to complete a project
4. has been assessed damages or penalties for a project officers/principals partners been indicted or convicted for a misdemeanor or felony **or**
5. has had an application for minority certification been rejected in the past twelve months.

**Note 2:** All submittals should first be reviewed first against criteria # 1: Experience in contracts of similar size and scope. Any proposals deemed "Unacceptable" shall not be considered further. Comments should be noted on the Screening Matrix Form.

## Standard Grade Point Values for the Four (4) Screening Criteria Categories

Criteria Number	Screening Criteria Categories	Grade Point Values (Standard Rating Points)			
		A = 100%	B = 80%	C = 60%	F = 0%
1	Experience with Work of Similar Size and Scope as Required for this Contract	35	28	21	0
2	Organizational / Team Structure For This Contract	30	24	18	0
3	Past Performance Record	20	16	12	0
4	Partnering Experience	15	12	9	0
Percentage Totals		100%	80%	60%	0%

End

## Screening Ratings Calculation Spreadsheet

Type of Selection:   Contract No.  Project No.  Contract Description:				Screening Criteria Categories												Screening Plant Per Panelist	Sum Total Screening Points Per Firm	Parity Points Five Percent of Screening Points Sum Total (As Applicable)	Total Interview Grade Points	Rank	Comments				
				1				2				3										4			
				35%				30%				20%										10%			
				Experience with Work of Similar Size and Scope to this Contract				Organizational / Team Structure for this Contract				Past Performance Record										Partnering Experience			
				Rating		Score		Rating		Score		Rating		Score								Rating		Score	
				A	B	C	F	A	B	C	F	A	B	C	F							A	B	C	F
Booklet No.	Shortlisted Firms	Panel Members																							
1		Chair		A	35.00	A	30.00	A	20.00	A	15.00	100.00	500.00	25.00	525.00										
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
2		Chair		A	35.00	A	30.00	A	20.00	A	15.00	100.00	500.00	25.00	525.00										
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
3		Chair		A	35.00	A	30.00	A	20.00	A	15.00	100.00	500.00	25.00	525.00										
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
4		Chair		A	35.00	A	30.00	A	20.00	A	15.00	100.00	500.00	25.00	525.00										
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
5		Chair		A	35.00	A	30.00	A	20.00	A	15.00	100.00	500.00	25.00	525.00										
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
6		Chair		A	35.00	A	30.00	A	20.00	A	15.00	100.00	500.00	25.00	525.00										
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
7		Chair		A	35.00	A	30.00	A	20.00	A	15.00	100.00	500.00	25.00	525.00										
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
8		Chair		A	35.00	A	30.00	A	20.00	A	15.00	100.00	493.00	24.65	517.65										
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	28.00	A	30.00	A	20.00	A	15.00	93.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
9		Chair		A	35.00	A	30.00	A	20.00	A	15.00	100.00	500.00	25.00	525.00										
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
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				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
10		Chair		A	35.00	A	30.00	A	20.00	A	15.00	100.00	500.00	25.00	525.00										
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
11		Chair		A	35.00	A	30.00	A	20.00	A	15.00	100.00	500.00	25.00	525.00										
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
12		Chair		A	35.00	A	30.00	A	20.00	A	15.00	100.00	500.00	25.00	525.00										
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
13		Chair		A	35.00	A	30.00	A	20.00	A	15.00	100.00	500.00	25.00	525.00										
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
14		Chair		A	35.00	A	30.00	A	20.00	A	15.00	100.00	500.00	25.00	525.00										
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
15		Chair		A	35.00	A	30.00	A	20.00	A	15.00	100.00	500.00	25.00	525.00										
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													
				A	35.00	A	30.00	A	20.00	A	15.00	100.00													

Transcriber's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Thomas C. Lowell, R.A., QBS Unit

Approval Signature: \_\_\_\_\_

Date: \_\_\_\_\_

David J. O'Hearn, CT DPW Deputy Commissioner (BD&C)

Approval Signature: \_\_\_\_\_

Date: \_\_\_\_\_

James T. Flemming, CT DPW Commissioner